DCPL 2020 #8
1954-1958 Member notes

ANNUAL REPORT OF THE DALY CITY PUBLIC LIBRARY

July 1955 - June 1956

REGISTRATION

	ADULT	JUVENILE	TOTAL
Total number of borrowers 6/30/55	3,513	3,016	6,529
Borrowers registered or reregistered 1955/56	2,284	1,783	4,067
Total borrowers registered	5,797	4,799	10,596
Borrowers withdrawn 1955/56	854	662	1,516
Total number of borrowers 6/30/56	4,943	4,137	9,080
Increase over 6/30/55	1,430	1,121	2,551

BOOK STOCK

Daly City book stock 6/30/55	6,496	3,959	10,455
Books added 1955/56	942	1,554	2,496
Total	7,438	5,513	12,951
Books withdrawn 1955/56	256	116	372
Total book stock 6/30/56	7,182	5,397	12,579
Increase over 6/30/55	686	1,438	2,124
San Mateo County Library books 6/30/55			2,269
San Mateo County Library books 6/30/56			
at Mission Street			1,802
at Westlake-Broadmoor Branch			3,492
Total County Library books 6/30/56			5,294

REFERENCE QUESTIONS

Questions answered 1954/55	5,025
Questions answered 1955/56	
at Mission Street	4,282
at Westlake-Broadmoor Branch	286
Total questions 1955/56	4,568

CIRCULATION

1954/55:	ADULT	JUVENILE	TOTAL
Daly City books	33,954	26,147	60,101
San Mateo County Library books	6,701	2,772	9,473
Total books circulated	40,655	28,919	69,574
1955/56:			
Daly City books			
at Mission Street	37,177	33,188	70,365
at Westlake-Broadmoor Branch	757	6,323	7,080
Total Daly City books	37,934	39,511	77,445
San Mateo County Library books			
at Mission Street	10,802	4,084	14,886
at Westlake-Broadmoor Branch	4,446	760	5,206
Total County Library books	15,248	4,844	20,092
Grand total 1955/56	53,182	44,355	97,537
Increase over 1954/55	12,527	15,436	27,963

SPECIAL SERVICES

	NUMBER
Story hours	9 (total attendance 200)
Visits to schools	61 classes
School and group visits to Library	
at Mission Street	6
at Westlake-Broadmoor Branch	6
Talks to groups	8
Displays arranged	10
Book lists compiled	3

IMPORTANT EVENTS

Most important development of the year was the opening on April 16, 1956 of the Westlake-Broadmoor Branch Library in rented quarters at 34 Park Plaza Drive, in the Westlake shopping center. This branch library is a cooperative venture, being stocked and supported jointly by the Daly City Public Library and the San Mateo County Free Library. The branch has replaced the County Library's bookmobile service to Westlake and Broadmoor. The bulk of the juvenile stock is made up of books purchased from the Westlake Carnival funds raised during the previous year. The bulk of the adult stock has been supplied by the County Library, but is supplemented by 113 adult books from the Daly City stock permanently assigned to the Westlake-Broadmoor Branch. In addition, 106 adult books and 18 juvenile books have been temporarily assigned from the Daly City stock to the Branch.

During the months of July and August 1955, a temporary branch library was housed in the Westlake School, stocked by about 1,000 juvenile books purchased from Westlake Carnival funds, plus about 600 supplementary volumes loaned by the San Mateo County Free Library. This branch was open only a few hours weekly, but circulated 1,175 volumes during its brief existence. Since the opening of the Westlake-Broadmoor Branch in April 1956, 12,286 books have been circulated there. The Branch is currently open thirty hours weekly, and a definite need for longer hours has been demonstrated.

Personnel changes also marked the year. On October 31, 1955, Mrs. Lorraine Rollandi resigned as Librarian; Mrs. Rollandi had held this appointment since February 1953. Miss Patricia J. Clark assumed the duties of Librarian on November 1, 1955. Opening the branch library made necessary additions to the staff: a professional senior librarian in charge of the branch and a senior library assistant for full-time work there, plus a part-time page. These were all newly-established positions. (The senior library assistant position already existed, but a second such position had to be authorized.) The page position had been created in September 1955 on a part-time basis, and was held first by a college student and later by two high school students who shared the work. Upon opening of the branch library, one of the latter assumed the page duties there. Assignment of a senior library assistant to the branch library left a vacancy at the Mission Street library, which has been filled on a temporary basis by a junior library assistant. At the end of the fiscal year, the children's librarian, who had worked only half-time, left the City service, creating a vacancy on the professional level which is to be filled on a full-time basis. One professional civil service examination was given in April 1956, for senior librarian, but it was impossible to make a permanent appointment from the eligible list. Therefore, two professional examinations and one clerical examination remain to be given early in the new fiscal year.

A major accomplishment of the year was completion of an inventory of the Library's books begun in 1954; the entire adult non-fiction collection was inventoried during the Fall and Winter months. A valuable service to the public has been rendered in making the Library's extensive picture collection available for use by the purchase of steel filing cases to house the collection. Although this was not accomplished until January 1956, during the six remaining months of the fiscal year 2,459 pictures were loaned for home use. Other substantial additions were also made to the furnishings and equipment of the Mission Street library.

Establishment of a regular program of publicity was another feature of the year. Beginning in January 1956, the Library has supplied the Daly City Record and Westlake Times with a weekly column regarding new books and services at both libraries. In addition, the press was most generous with publicity during the year, especially at the time of the opening of the Westlake-Broadmoor Branch.

A Friends of the Library group was organized on February 13, 1956 at the home of Mrs. Robert Woods. The organizational meeting was attended by a group of about twenty citizens, most of them representing other organizations. The group timed its membership drive and first public meeting to coincide with California Library Week, and to date has enrolled about 200 members. The Friends were very active in connection with the opening of the

branch library, and have subsequently taken a prominent role in the development and operation of the Summer Reading Program for children, which started immediately after the close of the school year.

The increased community interest in the Library, occasioned by the opening of the branch and the founding of the Friends of the Library, has brought many worthwhile gifts of books to the Library. Another important donation was a cash presentation, made at the opening ceremonies at the Westlake-Broadmoor Branch, from the Westlake P.T.A. This check, amounting to over $100.00, is for the purchase of phonograph records to be circulated by the Library. It is hoped that this will be the start of an audio-visual program in the Library.

Respectfully submitted,

Patricia J. Clark
Librarian

July 16, 1956

c/c City Manager
Library Commission
County Librarian

SAN MATEO COUNTY FREE LIBRARY

County Library Service to Daly City

Statistical Summary, 1955/56 Sept 18, 1956

	DALY CITY	WESTLAKE	SPECIAL COLLECTIONS (Westlake '55)	TOTAL
County Books at Library, 6/30/56	1,802	3,492		5,294
Number of Books Shipped	703	3,519	524	4,746
McNaughton Rental Books Sent	167			167
Number of Books Returned	1,170	27	524	1,721
Special Requests	159	64		223
State & Inter-Library Loans	127	1		128
Books Cataloged	2,100			2,100
Catalog Cards Typed	4,219	2,731		6,950
Catalog Cards Multilithed	619	143		762
Number of Volumes Bound	258			258

Bookmobile Service, July 1955 - April 15, 1956. 18,000 books circulated in Westlake and Broadmoor.

The regular monthly meeting of the Daly City Library Commission was held on September 12, 1956 at the City Hall. Members present: Dr. Farber, Mr. De Martini, Mr. Pacelli, Mrs. Woods, Mrs. Hanselman. Guests: Mr. Stites, Mrs. Wilson.

As Chairman Wayne Carr's term had expired, Dr. Farber was appointed temporary chairman by general consent. Mrs. Hanselman was appointed temporary secretary.

The minutes of the regular meeting of July 11 and special meeting of June 19 were read and approved. The meeting scheduled for August 15 was not held, due to lack of a quorum. No financial report was read, as it was not ready.

The librarian's report was sent to all members by mail. Miss Clark will have the yearly library report and a copy of the budget made for the Commission members.

The repair of the roof of the main library and interior painting to be done was discussed. The type and color of new covering for the Children's Room floor and color of walls is to be left to the discretion of Miss Clark, Mrs. Woods and Mrs. Hanselman. This motion was made by Mr. Pacelli and seconded by Mr. De Martini and passed.

It was moved by Mr. Pacelli, seconded by Mrs. Woods, and passed that we accept Miss Clark's recommendation on transient borrowers, as follows:

1. All transients should be treated alike; i.e., temporary residents, trailer and motel residents should be treated as transients.
2. Following information should be given on registration card:
   a. Name and local address
   b. Permanent home address
   c. Name, address and phone number of a local resident as a reference, which information is to be checked before any books are issued.
3. Deposit of $5.00 required, which is to be refunded at close of account, minus any fines or charges for lost or damaged books.
4. Limit of two books and two magazines at a time.

As our contract with the County was not ready, it was moved by Mr. Pacelli, seconded by Mr. De Martini, and passed that we meet with the City Attorney, Mr. Blum, and Miss Ross, County Librarian, on Tuesday, September 18, at 8 P.M. in the City Hall to discuss services received from the County. Alternate date of Tuesday, September 25, was set. Mr. Stites will contact Mr. Blum and Miss Clark, Miss Ross.

Mr. Stites said the contract to purchase a lot for the Westlake Library was to have been presented; however, it was not ready. The lot, 176' x 96', is to be $20,000.

Miss Clark read a letter from Miss Ross stating that the County fines will now be five cents per day for adults and three cents a day for juveniles.

Miss Clark reported that the current thirty hours per week of service was not adequate in the branch. After some discussion on hours at both libraries, it was decided to wait to see how the new high school schedule works out.

The California Library Association convention will be held in San Diego October 30 to November 3. Mrs. Hanselman moved that Miss Clark attend, and Mr. De Martini seconded; the motion was carried unanimously. Miss Clark will present a bill for expenses on her return.

Mrs. Wilson, from Friends of the Library, told us of the book drive which will be from October 29 to November 3. The books will be stored in the First Western Bank in Westlake. Mr. Markovich is chairman of the drive.

There being no further business, the meeting was adjourned at 11 P.M.

Respectfully submitted,

Maude Hanselman, Secretary

BUDGET ESTIMATES AND APPROPRIATIONS

FISCAL YEAR 1956-57

CITY OF DALY CITY

ACCOUNT NO. 894

DEPARTMENT LIBRARY

CODE	DESCRIPTION	PERSONNEL AUTH. LAST YEAR	PERSONNEL 1956-57 D	PERSONNEL 1956-57 M	PERSONNEL 1956-57 C	REVENUES OR EXPENDITURES 1955-56 (9 MOS.)	ESTIMATED REVENUES OR APPROPRIATIONS 1955-56 ORIGINAL	ESTIMATED REVENUES OR APPROPRIATIONS 1955-56 REVISED	ESTIMATED REVENUES OR APPROPRIATIONS 1956-57 DEPARTMENT	ESTIMATED REVENUES OR APPROPRIATIONS 1956-57 CITY MANAGER	ESTIMATED REVENUES OR APPROPRIATIONS 1956-57 CITY COUNCIL
10	Regular Employees:										
1916.4	City Librarian	1	1	1			4,980	4,980	5,232	5,232	
1913.4	Senior Librarian		2	1					9,024	4,512	
1912.2	Children's Librarian			1						3,900 cm2	
1911.4	Junior Librarian		1	0					4,092	0	
1910.3	Children's Librarian (P/T)	1	0					2,600	0		
1110.5	Custodian	1/3	½	½			1,364	1,364	2,046	2,046	
1908.4	Senior Library Assistant		2	2					7,080	7,080	
1907.4	Library Assistant	1	0				3,060	3,216	0		
1907.3	Library Assistant	1	0					1,970	0		
1906.2	Library Aid II		1	1					3,216	2,916	
20	Extra Help: 2 Library Pages						5,574	2,897	1,800	1,800	
40	Architect: Proposed Branch								4,000	0	
	TOTAL PERSONAL SERVICES	4 1/3	7⅓	6⅓		11,337	14,978	17,027	36,490	27,486	
100	Utilities					511	550	550	1,500	1,000	
130	Postage					21			75	0	
140	Publishing and Binding								200	200	
150	Telephone and Telegraph					92	150	175	250	250	
160	Travel								250	150	
200	Care of Buildings					28	250	250	1,450	1,450	
210	Care of Equipment						100	75	100	100	
220	Rent of Buildings								1,500	1,500	
240	County Services					8,618	11,492	11,492	7,892	7,892	
310	Books					2,160	5,000	5,000	8,500	4,800	
315	Periodicals					242	400	400	500	500	
370	Office Supplies and Printing					212	350	350	750	600	
400	Miscellaneous Commodities					155	400	400	1,000	100	
500	Insurance and Office Bonds					130	400	400	250	250	

BUDGET ESTIMATES AND APPROPRIATIONS

FISCAL YEAR 1956-57

CITY OF DALY CITY

ACCOUNT NO. 894

DEPARTMENT LIBRARY

CODE	DESCRIPTION	PERSONNEL AUTH. LAST YEAR	PERSONNEL D	PERSONNEL M	PERSONNEL C	REVENUES OR EXPENDITURES 1955-56 (9 MOS.)	ESTIMATED REVENUES OR APPROPRIATIONS 1955-56 ORIGINAL	1955-56 REVISED	1956-57 DEPARTMENT	1956-57 CITY MANAGER	1956-57 CITY COUNC
510	Subscriptions, Dues & Meetings					79	300	300	150	150	
	Westlake Branch					301	5,000	5,000	0	0	
	TOTAL CURRENT EXPENSES					12,549	24,392	24,392	24,367	18,942	
600	Land								25,000	25,000	
700	Buildings								5,000	9,000	4,000
900	Machinery and Equipment					314	1,000	1,000	1,810	1,810	
	TOTAL CAPITAL OUTLAYS					314	1,000	1,000	31,810	35,810	
	DEPARTMENT TOTAL					24,200	40,370	42,419	92,667	82,238	77,238
	REVENUES										
502	Taxes on Tangible Personal Property					792	800	800	800	800	
569	Shared County Taxes - Library					12,313	17,036	19,085	23,000	23,000	
615	Library Fees					894	2,000	2,000	1,200	1,200	1,061
	TOTAL REVENUES					13,999	19,836	21,885	25,000	25,000	24,861
	TO BE LEVIED										
501	Taxes on Real Property					16,487	20,534	20,534	67,667	57,238	52,377

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

September 6, 1956

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber,

I take great pleasure in announcing your re-appointment to the Library Commission and to commend you for the very fine work that you have done in this field.

Citizen participation is the keystone of the success of American municipal government and your contributions for the betterment of Daly City through your work with the Library Commission will stand as a monument to your sense of civic responsibility.

May I wish you much pleasure in your continued service with this commission.

Yours very truly,

J. J. Verducci

J. J. Verducci
Mayor

JJV/jan

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
August 1956

NEW BORROWERS REGISTERED:

August 1955		August 1956		Total to date, 1956/57	
Adult	81	Adult	72	Adult	138
Juvenile	39	Juvenile	32	Juvenile	98
Total	120	Total	104	Total	236

Of the above figures for August 1956, the following were non-resident borrowers:

Adult	11
Juvenile	1
Total	12

REREGISTRATIONS:

Adult	23	Adult	28	Adult	75
Juvenile	7	Juvenile	21	Juvenile	49
Total	30	Total	49	Total	124

BOOK STOCK:

Books added, July 2 - 31, 1956	309	
Books added, August 1 - 31, 1956	191	
Total	500	
Books discarded, July 2- August 31, 1956	128	
Net gain	372	
Book stock, June 30, 1956	12,579	
Total book stock, August 31, 1956	12,951	(Daly City books only)

FINES	$107.77
LOST BOOKS	5.00
TOTAL	$112.77

Days open	27
REFERENCE QUESTIONS	167
Reference questions to date, 1956/57	360

CIRCULATION:

	August 1955		August 1956		Total to date, 1956/57	
Adult fiction (city)	1,711		1,404		2,835	
Adult fiction (county)	482		416		781	
Total adult fiction		2,193		1,820		3,616
Adult non-fiction (city)	910		1,035		2,179	
Adult non-fiction (county)	175		186		380	
Total adult non-fiction		1,085		1,221		2,559
McNaughton titles (county)	000		203		366	
Total adult circulation		3,278		3,244		6,541
Juvenile (city)	2,207		2,016		4,370	
Juvenile (county)	261		241		517	
Total juvenile circulation		2,468		2,257		4,887
Periodicals	459		398		775	
Pamphlets	28		6		25	
Pictures	00		79		141	
Pocket books (no longer counted separately)	33		00		000	
		6,266		5,984		12,369

Total circulation of County books (1,046) represents 17+% of the total circulation for the month of August 1956.

The personnel situation continues as it was during July. The examinations for Senior Librarian and Children's Librarian were given on August 14th. The examination for Junior Library Assistant was given on August 23rd. The results of these examinations have not been announced as yet, due to the lack of a quorum of the Personnel Board. It is expected that the oral examinations will take place soon and that eligible lists will be certified at an early date. Meanwhile, we continue without a Children's Librarian.

One of our pages, Jan Hodenfield, left us on August 17th. His family has moved away from Daly City, and he will enter the University of California at Berkeley this Fall. Tom Tringali, our other page, took over the additional shelving duties as soon as Jan left. We will be without help at the Mission Street building, however, after September 11th, when school opens. Tom will be unable to continue filling both spots after that date. I have been informed by the City Manager that arrangements for part-time help are being made with San Francisco State College, and that we will have a State College student when that institution opens. That, however, will not take place until September 24th.

The Summer Reading Program closed with a party at the Westlake Club House on August 29th. Invitations were mailed to the 80 youngsters who completed the program, but only about 30 attended the party given by the Friends of the Library with the active cooperation of the Daly City Recreation Department. Those children who attended the party seemed to enjoy it immensely. Mrs. Walter J. Baker was in charge of the party, assisted by Mrs. Robert Woods; Mrs. Del Guymon was general Summer Reading Program chairman for the Friends of the Library. Notes of thanks for their cooperation have been sent to all persons concerned, including Mrs. Louine Bostwick, of the Jefferson Elementary School District, Mr. Harry Aronson and Mr. Frank Ingersoll, of the Recreation Department.

A total of 464 children enrolled in the Summer Reading Program at the two libraries, 286 of whom participated actively. This is a most encouraging result, considering that Daly City has never before had a successful summer program for children.

A more-or-less steady stream of gifts continues to pour into the Library. This seems attributable to the opening of the Westlake-Broadmoor Branch and its attendant publicity. Among the recent gifts was a sizeable collection of very fine titles, including some much-needed art material, from Mr. Duncan Hodel.

On August 10th carpenters from the Public Works Department changed the swing of the back door at the Mission Street building to comply with fire regulations. We have reason to believe that work will soon commence on the installation of a new roof, as several roofers have examined our present one. The City's Purchasing Agent has also asked for quotations on new flooring for the Children's Room. We have been informed by the City Manager that the Public Works Department will be unable to do the painting of the interior of the building, as we had hoped; outside contractors will be asked to bid on the job.

Miss Jackson and Miss Clark attended the regular book selection meeting at the County Library headquarters on August 24th. This was Miss Jackson's first visit to Redwood City since coming to Daly City.

Respectfully submitted,

Patricia J. Clark
Librarian

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
August 1956

NEW BORROWERS REGISTERED:

August 1955*		August 1956		Total to date, 1956/57	
Adult	1	Adult	227	Adult	280
Juvenile	17	Juvenile	143	Juvenile	223
Total	18	Total	370	Total	503

Of the above figures for August 1956, the following were non-resident borrowers:

Adult	32
Juvenile	46
Total	78

REREGISTRATIONS:

Adult	0	Adult	2
Juvenile	4	Juvenile	9
Total	4	Total	11

CIRCULATION:

	August 1955*	August 1956		Total to date, 1956/57	
Adult Fiction (city)		205		346	
Adult fiction (county)		1,607		2,954	
Total adult fiction			1,812		3,300
Adult non-fiction (city)		126		207	
Adult non-fiction (county)		578		1,054	
Total adult non-fiction			704		1,261
McNaughton titles (county)		74		128	
Total adult circulation			2,590		4,689
Juvenile (city)	428	2,376		4,632	
Juvenile (county)	116	674		1,254	
Total juvenile circulation	544		3,050		5,886
Periodicals		161		221	
Pamphlets		1		12	
~~Pocket books~~					
Total circulation	544		5,802		10,808

* Temporary Summer branch, housed at Westlake School

FINES	$65.86
LOST BOOKS	3.05
TOTAL	$68.91
DAYS OPEN	27
REFERENCE QUESTIONS	37
Reference questions to date, 1956/57	126

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
July 1956

NEW BORROWERS REGISTERED:

July 1955		July 1956	
Adults	84	Adult	66
Juvenile	138	Juvenile	66
Total	222	Total	132

Of the above figures for July 1956, the following were non-resident borrowers:

Adult	9
Juvenile	4
Total	13

REREGISTRATIONS:

Adult	20	Adult	47
Juvenile	24	Juvenile	28
Total	44	Total	75

BOOK STOCK:

Books added, July 2 - 31, 1956	309	
Books discarded, July 2 - 31, 1956	5	
Net gain	304	
Book stock, June 30, 1956	12,579	
Total book stock, July 31, 1956	12,883	(Daly City books only)

FINES	$109.21
LOST BOOKS	6.00
TOTAL	$115.21
DAYS OPEN	25
REFERENCE QUESTIONS	193

CIRCULATION:

	July 1955	July 1956
Adult fiction (city)	1,551	1,431
Adult fiction (county)	455	365
Total adult fiction	2,006	1,796
Adult non-fiction (city)	644	1,144
Adult non-fiction (county)	156	194
Total adult non-fiction	800	1,338
McNaughton titles (county)	000	163
Total adult circulation	2,806	3,297
Juvenile (city)	2,379	2,354
Juvenile (county)	416	276
Total juvenile circulation	2,795	2,630
Periodicals	403	377
Pamphlets	8	19
Pictures	000	62
Pocket books (no longer counted separately)	58	000
Total circulation	6,070	6,385

Total circulation of County books (998) represents 15+% of the total circulation for the month of July 1956.

July brought still more personnel changes. On July 23rd, Miss Joy Belle Jackson began service on a temporary full-time basis as Senior Librarian in charge of the Westlake-Broadmoor Branch. Miss Jackson is a graduate of the University of California School of Librarianship, and brings to Daly City a rich experience in both county and school library work. She has been appointed pending the examination for Senior Librarian, which she will take. Mrs. Aida Larsen, who was in charge of the Branch on a temporary part-time basis, left us on July 21th. Mrs. Larsen was much beloved by the public and staff alike, and our only regret is that she was unable to work full-time. Because of our tight budget for the current fiscal year, it was impossible to keep Mrs. Larsen on the payroll beyond the 21th, as Miss Jackson had already reported for duty. This made a difficult situation during the week of July 23-28, as Mrs. Yule was on vacation at that time. Mrs. Irick substituted at the Branch for Mrs. Yule, and we were able to keep the schedules covered at both libraries. Mrs. Plummer, who was on vacation the first two weeks of July, was off the payroll as of July 13th. We are, therefore, without a Children's Librarian at present.

It is hoped that this situation will be remedied in the near future. The civil service examinations for Senior Librarian, Children's Librarian, and Junior Library Assistant have been announced for August 11th. The examination for Junior Library Assistant is necessary because that position is being filled on a temporary basis by Mrs. Irick. No examination has ever been given for that position. A number of excellent applicants have applied for these examinations, and we hope to obtain

good eligible lists for filling these positions on a permanent basis.

The Summer Reading Program for children continues apace. The Friends of the Library have supplied volunteers to help with hearing the children's book reports on three afternoons a week at Daly City Library, and also on a fairly regular basis at the Westlake-Broadmoor Branch. On Monday, July 30th, a party was held at the Broadmoor Community Center for those children who had read and reported upon four books. This was to mark the half-way point in the Summer Reading Program, and to provide stimulus for the children to continue. Mrs. Cardwell had begun the plans for the party, but the details and coordination fell to Mrs. Larsen, who supervised it. Mrs. Plummer assisted her and told stories as part of the program. Senior Girl Scout Troop Mariner's Ship #13, co-lead by Mrs. R.E. Damon and Mrs. Harold Braun, did a wonderful job of organizing and supervising games, both indoor and outdoor. The Friends of the Library, through Mrs. Ramon Gomez (who lead the children in songs) and Mrs. Alan Sherman (who was in charge of refreshments) and Mrs. Larsen did most of the planning and work in connection with the party. Invitations were mailed to about 100 children; more than 60 attended. Similar parties are planned for the Westlake and Hilltop areas for the end of August, which will mark the close of the Summer Reading Program. The response this year has certainly been enthusiastic.

The Librarian prepared an annual report covering the fiscal year 1955/56 for the City Manager. This report, together with those of the other City departments, will provide information for a published report to be compiled soon. The Commission will be provided with a copy of the 1955/56 Library report.

The picture book table and four matching chairs have arrived and have been installed in the Children's Room. They were put to immediate use and have been enthusiastically received by the children. They also add greatly to the appearance of the room, beside providing nearly double the seating space for the very small children.

Statistics for the Westlake-Broadmoor Branch for the month of July 1956 are appended.

Respectfully submitted,

Patricia J. Clark
Librarian

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
July 1956

NEW BORROWERS REGISTERED:

July 1956

Adult	53
Juvenile	80
Total	133

Of the above figures, the following were non-resident borrowers:

Adult	18
Juvenile	26
Total	44

REREGISTRATIONS:

Adult	2
Juvenile	5
Total	7

CIRCULATION:

Adult fiction (city)	141	
Adult fiction (county)	1347	
Total adult fiction		1,488
Adult non-fiction (city)	81	
Adult non-fiction (County)	476	
Total adult non-fiction		557
McNaughton titles (county)	54	
Total adult circulation		2,099
Juvenile (city)	2,256	
Juvenile (County)	580	
Total juvenile circulation		2,836
Periodicals	60	
Pamphlets	11	
Total circulation		5,006

FINES	$60.57
DAYS OPEN	25
HOURS OPEN	124
REFERENCE QUESTIONS	89

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
May, 1956

NEW BORROWERS REGISTERED:

May, 1955		May, 1956		Total to date, 1955/56	
Adult	68	Adult	84	Adult	1,210
Juvenile	30	Juvenile	48	Juvenile	725
Total	98	Total	132	Total	1,935

Of the above figures for May 1956, the following were non-resident borrowers:

Adult	25
Juvenile	1
Total	26

REREGISTRATIONS:

Adult	33	Adult	24	Adult	291
Juvenile	17	Juvenile	32	Juvenile	230
Total	50	Total	56	Total	521

BOOK STOCK:

Books added, July 1, 1955 - April 30, 1956	2,172	
Books added, May 1 - 31, 1956	153	
Total	2,325	
Books discarded, July 1, 1955 - May 31, 1956	372	
Net gain	1,953	
Book stock, June 30, 1955	10,455	
Total book stock, May 31, 1956	12,408	(Daly City books only)

FINES	$ 123.47
LOST BOOKS	7.77
TOTAL	$ 131.24
Days open	26
REFERENCE QUESTIONS	366
Reference questions to date, 1955/56	3,973

CIRCULATION:

	May, 1955		May, 1956		Total to date, 1955/56	
Adult fiction (city)	1,404		1,263		17,054	
Adult fiction (county)	415		370		5,439	
Total adult fiction		1,819		1,633		22,493
Adult non-fiction (city)	937		1,109		11,875	
Adult non-fiction (county)	169		183		2,611	
Total adult non-fiction		1,106		1,292		14,486
McNaughton titles (county)	000		240		1,937	
Total Adult circulation		2,925		3,165		38,916
Juvenile (city)	2,301		2,430		27,937	
Juvenile (county)	224		304		3,700	
Total juvenile circulation		2,525		2,734		31,637
Periodicals	446		356		4,899	
Pamphlets	57		23		363	
Pictures	00		537		2,277	
Pocket books (no longer counted separately)	76		---		341	
Total circulation		6,029		6,815		78,433

Total circulation of County books (1,097) represents 16+% of the total circulation for the month of May 1956.

During the month of May, Mrs. Plummer and Mrs. Cardwell gave a great deal of time and thought to planning the Summer Reading Program, to be started as soon as the local schools close. This year promises to be an important one in this respect, as the Jefferson Elementary School District, through its Curriculum Department, has amalgamated its summer program with the Library's. It is felt by all concerned that one summer reading program can be far more successful and more beneficial to the children than two distinct programs w ould be. The School District has offered its facilities for printing the reading lists (which are being compiled by Mrs. Plummer and Mrs. Cardwell) and assisting in the publicity for the program. The Friends of the Library have appointed a Chairman to help the Library with the program; this assistance will consist of volunteer help in the registration of children who wish to participate in the program and assistance with parties and story-telling for the participants toward the end of the summer. The Friends group has also voted $50.00 from its treasury to help defray incidental expenses connected with the reading program.

Mrs. Plummer and Mrs. Cardwell attended a meeting of the Peninsula Librarians' Association at which the subject "How the Library Can Help with Remedial Reading" was discussed. They also attended the regular monthly meeting of the Association of Children's Librarians. Mrs. Cardwell, Mrs. Saarinen and Miss Clark accompanied three members of the Library Commission (Mrs. Hanselman, Mrs. Westgaard, and Dr. Farber) to the annual meeting of the Golden Gate District of the California Library Association, held this year in San Rafael on May 26th.

There were two school visits to the Westlake-Broadmoor Branch Library during May, with a total attendance of 67 children. These were the Olympia School's first grade and the Westlake School's fifth grade. On May 25th, Mrs. Plummer held a special session at the Daly City Library for 39 Bluebirds. The girls were given instruction in the use of the Library and told stories. Mrs. Cardwell also met with two small groups of mothers of young children, discussing reading problems and children's books with them.

There has been a steady stream of gifts to the Library, especially from those wishing to have their donations placed in the Westlake-Broadmoor Branch. This is done wherever feasible, but the Library reserves the right to use only those books which are suitable and to place them where they will be most useful. The most notable gift came from Mr. and Mrs. Clyde Doerr of Belmont Drive, and included some very fine titles. All in all, about 89 useable books were donated during the month.

A fire extinguisher has been received and installed by the Fire Department at the Branch Library. We hope we will never need to use it.

Statistics for the Westlake-Broadmoor Branch Library are given on a separate sheet.

Respectfully submitted,

Patricia J. Clark
Librarian

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE*BROADMOOR BRANCH LIBRARY
May, 1956

NEW BORROWERS REGISTERED	May, 1956	Total to date
Adult resident	154	323
Adult non-resident	80	143
Juvenile resident	168	283
Juvenile non-resident	72	110
Total	474	859
REREGISTRATIONS		
Juvenile	4	4
Adult	3	3
Total	7	7
CIRCULATION		
Adult fiction (city)	141	223
Adult fiction (county)	1,261	1,685
Total	1,402	1,908
Adult non-fiction (city)	115	172
Adult non-fiction (county)	557	816
Total	672	988
McNaughton titles	35	54
Total Adult Circ.	2,109	2,950
Juvenile (city)	2,400	3,766
Juvenile (county)	314	342
Total Juvenile Circ.	2,714	4,108
Periodicals	16	17
Total Circulation	4,839	7,075

FINES..... $ 38,10

DAYS OPEN 26
HOURS OPEN 128

REFERENCE QUESTIONS..... 169

DIVORCE AND RECONCILIATION

In 1950, there were 55,000 divorced people in New Jersey; there were also 175,000 persons in the category "married-spouse absent." Every eighth child, in the state that year had separated or divorced parents. These children included 29% of all delinquents.

At the present time, there is a pressing need of methods of preparing people for marriage, of seeking and preserving the strengths in marriage, and of combating the growing tendency to discard the marital status without consideration for the obligations to the family unit. A committee of the New Jersey Supreme Court has recommended--

1. Lengthening to five days of the waiting period between the application for and the granting of a marriage license.
2. Issuance of a brochure relating to marriage counselling when application for a license is made.
3. Adoption of a uniform civil marriage ceremony.
4. Establishment by the state of a family counselling service.
5. Establishment of a conciliation division of the Superior Court to have jurisdiction over voluntary and mandatory conciliation and reconciliation conferences.
6. Enactment of legislation patterned after the California Court of Conciliation Act.
7. Requiring the filing of notice of intention to seek divorce, annulment or separate maintenance before filing of the complaint.
8. Requiring mandatory reconciliation conferences, permitting immediate financial relief for wife and children, and requiring appearance of defendant in every uncontested divorce, annulment or separate maintenance action.

(New Jersey. Supreme Court. Committee on Reconciliation, Report. 44p (mim) Trenton, February 14, 1956)

PUBLIC LIBRARIES

More than 200,000 persons in New Jersey lack free public library service of any kind. More than one-half of the people in the state have available only inadequate library service supported from public funds at a level lower than $1.50 per capita annually, the 1948 American Library Association standard for limited or minimum service.

At present, there are 258 free public libraries in New Jersey--152 municipal libraries, 12 county libraries, and 94 "association" libraries maintained by private groups but in many instances, supported in part from local tax sources.

The condition of New Jersey's free public libraries calls for joint action by state, counties, and cities aimed at achieving minimum library services in all areas of the state, according to the Commission to Study Library Services. Specifically the Commission recommended increased financial assistance for county and local libraries, a strengthened state library extension service, improved standards for professional librarians, and adequate support for the training of professional librarians in the state university.

The state aid program called for minimum aids, equalization aid, county library establishment grants, and emergency aid. The cost to the state is estimated at $1.4 million annually, exclusive of county library establishment grants, if all the present libraries in the state participate in this program and if they retain their present organization. If all the municipalities avail themselves of the maximum amount of aid by meeting specified conditions, the total cost to the state would be over $2 million annually, exclusive of county grants.

(New Jersey. Commission to Study Library Services in New Jersey. Better Libraries for New Jersey; Final Report. 47p/ supplement (mim) Trenton, January 1956)

MENTAL INSTITUTIONS

A new type of institution has been proposed by the Governor of New York State to accommodate delinquent and semi-delinquent mental defectives who are now being

ies or were unable to continue working because of physical disabilities, and almost 29% were employed but their total income was not sufficient to discontinue aid (many of these cases were blind clients).
(California. Bureau of Vocational Rehabilitation, Disability and Dependency: a Study of Disabled Public Welfare Cases Rehabilitated in California in 1954-55...; by I.J. Shain. 38p (mim) Sacramento, February 1956)

HIGHER EDUCATION
The rapidly increasing number of Connecticut's secondary school graduates in the coming decade threatens to outstrip every present or planned resource of the state's public and private institutions of higher education. There is not now a coordinated plan for sharing the burden of these increased numbers between the state's public and private institutions.

All secondary school graduates should have the opportunity to participate in post secondary education programs to the extent of their demonstrated ability to benefit therefrom, according to the Connecticut Public Expenditure Council. Private institutions should be encouraged to take the initiative in accommodating as large a proportion of the higher education load as possible. "All students pursuing higher education in public institutions should help to finance their education through tuition payments amounting to not less than 50% of instructional costs, except that those who can clearly demonstrate financial inability should receive additional scholarship aid in the form of tuition reductions in proportion to need."
(Connecticut Public Expenditure Council, Higher Education in Connecticut...Whose Responsibility? 23p Hartford, 1956)

STATE ACTIVITIES
Massachusetts' 1957 budget includes almost $31.4 million in appropriations for 57 activities which did not exist in 1946. The budget itself has increased from $132 million to $324 million during that period. New activities since 1946 include school building assistance for cities and towns; reimbursement to cities and towns for aid to totally disabled persons; aid to local housing authorities for veterans' housing; operating the Lemuel Shattuck Chronic Disease Hospital, the Myles Standish State School, and the Cushing Hospital; financial assistance to community school lunch programs; and state employees' group insurance.
(Taxtalk (Massachusetts Federation of Taxpayers Associations) 23(1): 1/, 1956)

RURAL CREDIT
In 1922, a constitutional amendment (Art. IX, sec.10) made it possible for the state of Minnesota to "loan money and extend credit to the people of the state upon real estate security." To carry out the intent of this amendment, the 1923 Legislature established the Minnesota Rural Credit Bureau and authorized it to issue bonds up to $70 million to finance its activities.

By 1933, the obligations of the Bureau far exceeded its assets. The Legislature abolished the Bureau and established the Department of Rural Credit which was a liquidating agency, directed to sell all property acquired.

Economic conditions made it impossible to carry out this legislative mandate. More farms were acquired by deed or foreclosure. The 1939 and 1941 Legislatures authorized the Department to engage the services of brokers and agents to aid in farm sales. This authorization, plus better economic conditions, made it possible for the Department to sell, for all practical purposes, all farms held by them. The 1941 Legislature, recognizing an approximate loss to the state of $40 million from this venture, directed the State Auditor to levy a tax on all property to produce $1.5 million a year for the years 1943 through 1966 inclusive.
(Minnesota. Legislative Research Committee, Department of Rural Credit. 5p tables (mim) (Publication no. 71) St. Paul, February 1956)

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY

PERIOD 7-1-55 to 5-~~XXX~~ 31-56

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
P- 1	14,130.00	14,130.00	.00*	13,363.60		766.40*
T- 1	2,897.00	2,897.00	.00*	1,613.83		1,283.17*
Salaries	17,027.00	17,027.00	.00*	14,977.43	.00	2,049.57*
2	400.00	400.00	.00*	158.63	46.81	194.56*
3	400.00	400.00	.00*	129.57		270.43*
7	75.00	75.00	.00*			75.00*
8	250.00	250.00	.00*	124.81		125.19*
9	175.00	175.00	.00*	148.94	7.00	19.06*
10	550.00	550.00	.00*	570.02		20.02
14	350.00	350.00	.00*	231.48	102.72	15.80*
16	300.00	300.00	.00*	160.62	23.89	115.49*
34	5,000.00	5,000.00	.00*	4,264.92	592.09	~~142.99~~*
35	400.00	400.00	.00*	315.76	323.00	238.76
39	11,492.00	11,492.00	.00*			11,492.00*
39	5,000.00	5,000.00	.00*	413.50	50.87	4,535.63*
			.00*	31.49		31.49
Total Expenses	24,392.00	24,392.00	.00*	6,549.74	1,146.38	16,695.88*
52	1,000.00	1,000.00	.00*	520.84	98.88	380.28*
Capital Outlay	1,000.00	1,000.00	.00*	520.84	98.88 233.42	380.28*
GRAND TOTALS	42,419.00	42,419.00	.00*	22,048.01	1,245.26	19,125.73*

DC 42 12/55

DALY CITY, CALIFORNIA

SAN MATEO COUNTY'S LEADING NEWSPAPER

Yellow Cab Co., Others To Get Hearing June 25

(Continued from Page 1)

have no petition for a new hearing, just a re-hearing."

But Blum held that, "This application for re-hearing can be treated as a request for a new hearing. This application is sufficient."

Verducci's request that the council wait until all members were present went unheeded, as the new hearing was approved.

"Take Them Away"

Kirchhubel ended the debate wtih the comment, "There is so much said about Hilltop having a monopoly. I wish I had nothing to do with it. Poor Kirchhubel. He's got six cabs . . . you can take them away. I don't care."

In other business Monday, the council:

1. Accepted agreement with county library system with observation by City Manager Howard Stites that, "It leaves much to be desired. Next year we'll make an effort to get a more satisfactory contract."

2. Adopted ordinance annexing 85-acre McReady lands on the Coastside and called for a complete study by the city attorney to make sure that no duplicate taxing districts wil be taken in. Hupf voted 'no' on the annexation, stating that he didn't want to approve it until he was assured there would be no duplicate taxation, such as exists in a portion of Westlake.

3. Ruled that City Clerk Evelyn Mosman should have sole jurisdiction over use of the city's official records.

4. Decided to have city employees install drain pipe in First and Valley street area instead of calling for bids on the job.

Meet With Union

5. Announced that a meeting would be held Monday with representatives of the electrical workers unions to discuss the city's use of a muncipal employee on electrical inspection and installation.

6. Decided to meet with Mrs. Mosman Monday to rule on who should handle job of city assessor.

7. Directed City Engineer Cyril Weiler to prepare a priority list of the 10 streets requiring immediate maintenance or repair work.

8. Heard report from Controller Jerome Scharfman that Daly City's revenue from municipal court was running about $16,000 behind the amount anticipated when the 1955-56 budget was prepared.

9. Approved attendance of Mrs. Mosman at convention June 13, 14 and 15 in San Jose and allocated $50 for expenses.

10. Heard ruling from Blum that Northgate Transit Co.'s application to operate a cross-town service similar to a taxi operation did not comply with the taxi-cab ordinance and would have to be resubmitted to be acted on.

11. Approved application from Sam Aiello to operate service station at 6200 Mission street.

Record Throngs

The regular monthly meeting of the Daly City Library Commission was held on May 9 in the Council Chambers. Mrs. Keith was absent.

Mr. Carr extended an invitation to the Commission from the S.F. Library Commission to attend an exclusive showing of incunabula in the Commission chambers on May 14, 5 to 7 o'clock.

The following changes were made by Miss Clark in the budget which the Commission had drawn up at its Special Meeting:

Item no.10	changed to 1500.00	
Item no.130 Postage	changed to 100.00	
Telephone Item	changed to 250.00	
Add Publishing and Binding No.	500.00	
Item no.8	changed to 1550.00	
Item no.34	changed to 9500.00	(Includes 500.00 for Film circuit and 500 for records.)
Travel expense	changed to 350.00	
Dues and Meetings	changed to 150.00	
Combine notems 2 and 14	1000.00	
Total of operating budget 17,400.00		

Positions to be listed:
City Librarian
Custodian
2 Senior Librarians
2 Senior Library Assistants
Library Aid II
Junior Librarian
2 Library pages at 1.00 hr.

Capital Outaly		
Lot for Westlake-Broadmoor branch	25,000.00	
Lot for expansion of main building	10,000.00	
Payments on Westlake branch building	~~14,000.00~~ 5000	
Expansion of main library	~~17,000.00~~	
Change item 52 to 900 to according to quote by D. Cunningham	1110.00	(Shelving)
1 additional desk (contingent upon remodelling of workroom)	200.00	
2 posture chairs	100.00	
Fluorescent desk lamps 2 at 18.00	36.00	
2 steel filing cases	200.00	
Typewriter	160.00	
6 chairs	54.00	
Card catalog	200.00	
Add architect's fee to plan Westlake-Broadmoor branch	4000.00	

Mr. Carr requested Miss Clark to send a letter of thanks to the PTA for the check of 112.39 that was presented to the Commission at the Preview opening of the Westlake Broadmoor branch

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY PERIOD 7-1-55 to 4-30-56

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
P- 1	14,130.00	14,130.00	.00*	11,468.92		2,661.08*
T- 1	2,897.00	2,897.00	.00*	1,489.83		1,407.17*
Salaries	17,027.00	17,027.00	.00*	12,958.75	.00	4,068.25*
2	400.00	400.00	.00*	158.63		241.37*
3	400.00	400.00	.00*	129.57		270.43*
7	75.00	75.00	.00*			75.00*
8	250.00	250.00	.00*	28.26	96.55	125.19*
9	175.00	175.00	.00*	153.75	7.00	14.25*
~~550~~ 10	550.00	550.00	.00*	570.02		20.02CR
14	350.00	350.00	.00*	231.48	12.00	106.52*
16	300.00	300.00	.00*	156.62	27.89	115.49*
34	5,000.00	5,000.00	.00*	2,632.72	1,709.77	657.51*
35	400.00	400.00	.00*	273.01	42.75	84.24*
39	11,492.00	11,492.00	.00*			11,492.00*
39	5,000.00	5,000.00	.00*	318.31	115.43	4,566.26*
30			.00*	31.49		31.49CR
Total Expenses	24,392.00	24,392.00	.00*	4,683.86	2,011.39	17,696.75*
52	1,000.00	1,000.00	.00*	520.84	24.50	454.66*
Capital Outlay	1,000.00	1,000.00	.00*	520.84	24.50	454.66*
GRAND TOTALS	42,419.00	42,419.00	.00*	18,163.45	2,035.89	22,219.66*

A Special meeting of the D.C.Library Commission was held April 18, 1956. Mrs. Keith was absent.

Mr. Carr brought before the Commission the agreement covering payment of salaries at the Westlake Branch. Mrs. Hanselman made a motion to authorize Mr. Carr to sign and accept the contract. He will send a letter indicating the Commission's objection to the name of the branch. The name should indicate that the branch is a joint operation of the city and county. The Commission also objects to item no. 3. Supervision should be by the Daly City librarian. He should also state in the letter that the present number of books is inadequate. Mrs. Westgaard seconded and the motion was a unanimous one.

The following budget was drawn up.

Item 2	Materials and Supplies	500.00	
item 3	Insurance	400.00	
Item 7	Repairs to equipment	100.00	
Item 8	Repairs to buildings	1800.00	
Item 9	Telephone & postage — 75.00	~~350.00~~	250.00
Item 10	Utilities	~~1200.00~~	~~1500.00~~ 1000.00
Item 14	Stationery	500.00	
Item 16	Dues	500.00	
Item 34	Books	Binding 200.00	~~10000.00~~ 5000.00
Item 35	Periodicals	500.00	
Item 52	Equipment	1000.00	
Item 39	Rent for Westlake Branch	1500.00	
	Lot for expansion of Main Building	12000.00	
	Lot for Westlake branch	25000.00	
	Expansion of Main Building &	17000.00	

Salaries:	Personnel to run main branch			
	City Librarian	5232	5148.00	— Main
	Senior Librarians ~~(Children's)~~	9000	4404.00	— 1 Main 1 branch
in existence	Senior Library Assistant - 2 —	7080	3507.00	—
	Library Aide II Mrs. Eg ride	3216	3164.00	—
	Library pages 2		~~1800.00~~	1800
	Junior Librarian		~~3996.00~~	
	Custodian (half-time)		2046.00	—
	architectural fees	4000.00	23,465.00	32490
			County 15108 salaries	

Detail to support Item 8	
Floor recovered children's	~~250~~.00
Walls &ceiling painted	500.00
Lighting fixtures altered	150.00
Roof fixed	300.00
Front door fixed	50.00
Office and workroom to be made from 2 lavatories	300.00
	1800.00
	1550.00

This budget is to be submitted when forms are received from the City Manager. Miss Clark will contact Mr. Carr and Dr. Farber.

Respectfully submitted

Margo Westgaard, Secretary

REPORT TO LIBRARY COMMISSION
Daly City Public Library
April 1956

NEW BORROWERS REGISTERED:

April 1956		April 1955		Total to date, 1955/56	
Adult	194	Adult	70	Adult	1,126
Juvenile	154	Juvenile	62	Juvenile	677
Total	348	Total	132	Total	1,803

~~Of the above figures for April 1956, the following were non-resident borrowers:~~

~~Adult~~	~~63~~
~~Juvenile~~	~~38~~
~~Total~~	~~101~~

REREGISTRATIONS:

Adult	24	Adult	9	Adult	267
Juvenile	10	Juvenile	19	Juvenile	198
Total	34	Total	28	Total	465

BOOK STOCK:

Books added, July 1, 1955 - March 31, 1956	2,078	
Books added, April 2 - 30, 1956	94	
Total	2,172	
Books discarded, July 1, 1955 - April 30, 1956	307	
Net gain	1,865	
Book stock, June 30, 1955	10,455	
Total book stock, April 30, 1956	12,320	(Daly City books only)

FINES	$117.14	
LOST BOOKS	1.00	
TOTAL	$118.14	
DAYS OPEN	25	
REFERENCE QUESTIONS	334	
Reference questions to date, 1955/56	3,607	

CIRCULATION:

	April 1956		April 1955		Total to date, 1955/56	
Adult fiction (city)	1,373		1,472		15,791	
Adult fiction (county)	405		334		5,069	
Total adult fiction		1,778		1,806		20,860
Adult non-fiction (city)	1,175		933		10,766	
Adult non-fiction (county)	266		176		2,428	
Total adult non-fiction		1,441		1,109		13,194
McNaughton titles (county)	235		000		1,697	
Total adult circulation		3,454		2,915		35,475
Juvenile (city)	2,519		2,431		25,507	
Juvenile (county)	283		209		3,396	
Total juvenile circulation		2,802		2,640		28,903
Periodicals	367		502		4,543	
Pamphlets	26		32		340	
Pocket books	16		74		341	
Pictures	733		00		1,740	
Total circulation		7,398		6,163		71,342

Total circulation of County books (1,189) represents 16+% of the total circulation for the month of April 1956.

The most important event of the month, of course, was the opening of the new Westlake-Broadmoor Branch. Formal opening was held on the afternoon of Saturday, April 14th, with appropriate remarks, ribbon cutting, picture taking, etc.,. The Friends of the Library generously supplied refreshments for all who attended the open house. Many public officials and interested citizens attended the ceremonies and inspected the new quarters.

Personnel changes occasioned by the opening of the Branch were another feature of the month. Mrs. Rozetta T. Cardwell began temporary service as Senior Librarian in charge of the Westlake-Broadmoor Branch on April 9th. Mrs. Cardwell took the civil service examination, which was given on April 13th, and is acandidate for the position on a permanent basis. Mrs. Velma Yule commenced full-time work on a permanent basis as Senior Library Assistant at the Branch on April 16th, the day the Branch was opened for business. On April 26th, Mrs. Loris Irick began temporary full-time work as Library Aid II, replacing Mrs. Yule at the Daly City Library. We are indeed happy to have all these fine people on our staff.

The monthly story hour for elementary school children was held on the afternoon of April 26th. About 25 children attended. A picture book table and chairs, and a desk for the Children's Librarian, and chair to match, have been requested, and we expect that the order for both will be placed soon.

One unpleasant event of the month was the robbery of the Library, discovered at 5:50 P.M. on Sunday, April 8th. Miss Clark had brought a friend to see the Library, and when they entered, they found the charging desk area in considerable disarray and the fine drawer empty. Further investigation showed that the petty cash fund had also been taken, but one small box of money for borrowers' cards which had to be re-ordered had not been robbed. The box, however, had been discovered, as it was open on Miss Clark's desk; it is generally kept in the locked fine money drawer, as is the petty cash. A check, the next day, on all funds showed the loss to be as follows:

Cash in fine drawer (fine money plus $8.00 in change, a constant amount kept there)	$18.57
Petty cash stolen	12.92
Total money stolen	$31.49

A report to the City Controller and City Treasurer was made immediately, and reimbursement has been made. Entry to the building was gained through breaking the window at the rear of the adult room nearest the building just south of the Library. The Public Works Department replaced the broken window promptly on the day following discovery of the robbery. An investigation of the whole affair was made by the Police Department.

A separate report of activities at the Westlake-Broadmoor Branch accompanies this report.

Respectfully submitted,

Patricia J. Clark
Librarian

c/c Carr
Farber ✓
Keith
Hanselman
Westgaard
City Manager

STATISTICS REPORT

Westlake-Broadmoor Branch Library
April 16, 1956--April 30, 1956

Hours of Service

Monday thru Friday afternoons 1:00 P.M. to 5:00 P.M.	4 hours
Monday, Wednesday Friday 7:00 P.M. to 9:.00 P.M.	6 "
Saturday 9:00 A. M. to 1:00 P. M.	4 "
Total	30 "

CIRCULATION

Total juvenile books			1,394
city	1,366		
cty	28		
	1,394		
Total adult books			842
city fiction	82		
county fiction	424	total fict.	506
city non-fict.	57		
cty. non-fict.	259	total n/f	316
McNaughton	19		
Periodicals	1		
Total	842		

Total Circulation . . 2,236

Reference . . . . . 52 Fines $2.56
Days open -- 13 hours open -- 66

MEMBERSHIP:

Juvenile applications	115
" " Non-Resident	38
Total	153
Adult Applications	169
" " Non-Resident	63
Total	232

11-D Librarian
6-C Library asst.

32,490 total – county 15108

1 Salaries
2- Material + Supplies — 500.00
3- Insurance — 400.00
7- Repairs to Equip. 100.00
8- Repairs to Bldg
9- Tel. + Postage 250.00 75.00
10- Utilities 1000.00
12- Janitor Service 2046.00
14- Stationery, Printing
16- Dues + Conf.
34- Books + Binding — 200.00 County 500.00
35- Periodicals
39- Rent (Westlake)
Travel 250.00

floor covering, lights, paint, office + workroom and roof, front door

budget meeting library commission mtd April 18, 1956 8PM

Capital outlay

Main library

				5148	Chief librarian
				4404	children's, Sem hrs
		17921.00		3507	Semi-hrs asst
1.	Salaries	~~23465.00~~		3164	Library aide 1/2
	~~equipment~~			1200	Library (Cook Junior Librarian)
2	~~materials + supplies~~	~~500.00~~		3996	
3	Insurance + office bonds	400.00	250.00	21419	custodian 1/2
7	Repairs (care of) to equipment	100.00		23465 7921	Brand
218	Repairs (care to) buildings	~~1500.00~~		points 5441 500	4458 Semi-hrs
		1450.00			3493 Semi-hrs asst
				flor covering 600 250.	540 post
				roof 300	849
				lights lowering 50 ✓	
				convert restrooms to office and to a workroom 300	
130	Postage	~~75.00~~ 100.00		front door 50 ✓	
~~150~~	Telephone + ~~postage~~ telegraph	~~350.00~~	250.00		
100	Utilities	1500.00			
~~167~~	Stationery + printing Office supplies	~~1000.00~~	750.00		
16	Dues and Conferences meetings	150	(CLA + ALA + state memberships +	Subscriptions periodicals	
	Travel	~~350~~ Travel	250.00		
140	Binding + shelving	~~500.00~~ 500.00			17,400 total operating minus salaries
34	Books and Binding	Books ~~9000~~		5000.00 ~~10000~~	
	1400	Binding ~~500~~ ✓		250.00	
		Records 500			
		Audiovisual 500			24367
	Misc. commodities	10000.00			
35	Periodicals	500.00			
~~39~~220	Rent (Westlake)	1500.00			
~~52~~	Capital outlay	Lot for main library		~~10000.00~~ → Johnny Vell	
		Lot for Westlake		25000.00	
		Main Library Expansion		~~17000.00~~ architect fee 4000.00	
		Land-lease Purchase		~~44000.00~~ 5000.00	
52 900	Machinery + Equipment —	Shelving		1076.00 + plastic 11.10.00	
		~~1 desk — 200~~		32.00	
		2 filing cases ✓ 200			
		~~2 fluorescent lamps 36.00~~			
		2 posture chairs — 100			
		~~6 chairs for children's room 54.00~~		junior size	
		1 card cabinet for children room — 200.			
		~~+ typewriter 160.00~~		1810.00	

17921
500
400
100
1800
350
1500
500
500
10000
500
1500
24000
25000

89571
54000

35571

The regular meeting of the Daly City Library Commission was held on April 11, 1956 in the Council Room of the City Hall. All members of the Commission were present. Mrs. Cardwell and Tom Pringle of the library staff were present as guests.

Mr. Carr reported on arrangements for Saturday's preview opening. Dr. Farber will take over as Master of Ceremonies if Mr. Carr cannot attend. Miss Clark reported on the news release.

Mrs. Keith reported that she intends to submit her resignation from the Commission. She will delay this until the Commission can make a recommendation to the Council.

There was discussion about the "Friends of the Library Group" and their plans for a membership drive.

Minutes were approved as presented.

Miss Clark reported the library had been broken into over the weekend and $31.49 taken from the fines and revolving fund.

Mrs. Hanselman moved that Miss Clark reimburse Miss Beavis Dawson for stenographic help in typing invitation letters. Dr. Farber seconded and the motion was a unanimous one. Miss Clark will arrange payment.

Miss Clark gave each Commissioner a report on the state of the budget.

Mr. Carr suggested that a special meeting be held next week to draw up the budget. The meeting will be on Wednesday, April 18 at 8 P.M.

The meeting adjourned at 11 P.M.

Respectfully submitted

M. Westgaard, Secretary

The regular monthly meeting of the Daly City Library Commission was held on March 14, 1956. All Commission member were present.

Miss Clark discussed certain matters relative to her report. She reported on the fire inspection of the new Westlake Branch. Aisles must be 3' wide.

Regarding the opening of the Westlake branch. It was decided to open registation to Broadmoor and Colma on April 1.

Opening ceremonies. Saturday the 14th of April was the date agreed upon. The arrangements are to be made at a special meeting on the 3rd of April.

Budget for 1956-57. This will have to be planned at a special meeting in April. Commission should request a special appropriation of $500.00 to belong to the film circuit.
Miss Clark will attend the Workshop on Library Cooperation from March 24 through March 29. Mrs. Rollandi will substitute Tuesday through Thursday.

Mr. Kendrie asked Mr. Carr to speak at the Daly City Chamber of Commerce luncheon on Thursday March 15th. Mrs. Woods is also on the program. Miss Clark will also speak on the branch library.

Mr. Carr will serve on the Committee appointed by the Mayor to choose a site for the new branch.

Library hours at the new branch will be 1-5 daily. MWF 7-9 and Saturday 9-1.

The Broadmoor Property Association has requested Mr. Carr to talk on the new branch. They will contact him again in April.

Respectfully submitted

Margo Westgaard, Secretary

Regular meeting of the Daly City Library Commission was held on Feb. 8, 1956. All commission members were present. Miss Ross was a visitor.

Miss Clark explained details of the Workshop on Library Cooperation sponsored by the State Library March 24-29. Mrs. Hanselman moved that the commission authorize Miss Clark to attend the workshop if the Daly City Library application is accepted. Mrs. Keith seconded, and the motion was unanimous. Miss Ross was promised some substitute help if Miss Clark can go to the Workshop.

Miss Clark reported on a consultation with Mr. Weiler regarding library building problems, especially the lighting problem. To solve the problem the lights should be lowered and the ceiling painted white. Front door should be fixed.

Mr. Carr reported on his talk with Miss Cunningham. She offers her assistance for our future branch. She recommends the commission visit the Santa Clara branch.

A letter was drafted to Mr. Stites requesting information on his negotiations with the Doelger Corporation for renting property in Westlake. The answer is to be directed to Mr. Carr who will contact the commission immediately. This letter was never sent because Mr. Carr two days later made arrangements for renting the gun shop for the branch library.

Mr. Carr is to meet with Mrs. Mohr and Mr. Clark of the S.F. Public Library to see about arranging borrowing priveleges for Daly City residents from the S.F. Public library system, and vice versa.

Dr. Farber proposed a motion setting forth that a letter be written to the City Attorney requesting clarification of the status and functions of the Library Commission because of the apparent conflict of city ordinance setting up the position of City Manager add the state statutes detailing the duties of the Commission. Mrs. Hanselman seconded the motion, and it passed unanimously.

Miss Ross is preparing her budget and must know what items she should include for the Westlake branch. She will reinclude the capital outly items, raise it for shelving. She will budget for an initial development of 10,000 books. The Commission suggested that Miss Ross submit the county contribution to Daly City salaries as part of her total salary request. The branch is to be staffed with 1 full time professional, 1 full time library aid, 1/2 time typist/clerk and 10 hours student help.

Respectfully submitted

Margo Westgaard, Secretary

The regular meeting of the Daly City Library Commission was held in the Council Chambers on January 11, 1956. Mrs. Keith was absent. Miss Sinclair of the State Library was a guest.

The Librarian's report was accepted and filed.

Old business. Librarian reported on a personnel problem. She had received a letter from Mr. Stites indicating he was willing to recommend a reclassification of Mrs. Saarinen's position but this would involve a new exam. After discussion with Mr. Stites it was decided the 2 clerical positions should be set up as Senior Library Aides. Mr. Stites will prepare a duty statement and submit to Miss Clark. The Commission asked Miss Clark to convey to Mr. Stites information from the August 27, 1954, June 17, 1955, and March 18, 1955 minutes pertaining to the position of Library Assistant and its terminology.

Dr. Farber brought up the matter of the Commission's responsibility in personnel matters. He suggested we get a written opinion from the City Attorney defining the relationship of the Commission to the City Manager. The Commission will draw up the questions at the next meeting.

Matter of purchasing books taken up with the City Manager. Purchasing will be expedited from now on.

Mr. Carr will follow up with Mr. Stites regarding his attempt to rent property from the Doelger Corporation for a new branch.

Mrs. Woods talked to Miss Clark about starting a "Friends of the Library" group. Commission is very eager for such a group.

Mr. Carr will request Mr. Stites to have Mr. Weiler take care of the leaking roof and the front door.

Matter of policy on registering new borrowers for non-residents of Daly City. Mr. Carr will explore possibility of mutual borrowing privileges with San Francisco.

Budget report. Dr. Farber asked for a continuing check on percentage of Westlake residents who are new registrants or re-registrants.

Meeting adjourned at 10:50 P.M.

Respectfully submitted

Margo Westgaard, Secretary

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY PERIOD 7-1-55 to 3-31-56

ACCOUNT		APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
Permanent	1	14,130.00	10,598.00	3,532.00*	9,957.28		640.72*
Temporary	1	848.00	636.00	212.00*	1,379.83		743.83CR
Total Salaries		14,978.00	11,234.00	3,744.00*	11,337.11	.00	103.11CR
	2	400.00	300.00	100.00*	155.16	1.25	143.59*
	3	400.00	300.00	100.00*	129.57		170.43*
Repairs & equipment	7	75.00	50.00	25.00*			50.00*
	8	250.00	187.00	63.00*	28.26	95.00	63.74*
Telephone postage	9	175.00	137.00	38.00*	112.95		24.05*
	10	550.00	412.00	138.00*	510.50		98.50CR
Westlake		5,000.00	5,000.00	.00*	300.87	88.74	4,610.39*
	14	350.00	263.00	87.00*	211.87	18.70	32.43*
	16	300.00	225.00	75.00*	79.08	17.89	128.03*
Bounty services	20	11,492.00	11,492.00	.00*			11,492.00*
	34	5,000.00	3,750.00	1,250.00*	2,160.46	1,213.95	375.59*
	35	400.00	300.00	100.00*	242.37	30.64	26.99*
Total Expenses		24,392.00	22,416.00	1,976.00*	3,931.09	1,466.17	17,018.74*
	52	1,000.00	1,000.00	.00*	313.85	26.74	659.41*
Capital Outlay		1,000.00	1,000.00	.00*	313.85	26.74	659.41*
GRAND TOTALS		40,370.00	34,650.00	5,720.00*	15,582.05	1,492.91	17,575.04*

Published Wednesday April 18/62 Phone PLaza 5-8543

FIRST BOOK is checked out from Westlake-Broadmoor library branch Saturday by Mayor Joseph Verducci (second from left), by Patricia Clark, Daly City librarian. Special preview opening of library was held Saturday, prior to actual operation of the branch Monday. Pictured (left to right) are: Councilman Micheal De Bernardi, Verducci, library commission chairman Wayne Carr, Dr. Lionel Farber, library commissioner, Miss Clark, and library commissioners Jane Keith, Margo Westgaard and Maude Hanselman. TIMES photo

A SNEAK PREVIEW

Westlake Library Opened

An estimated 350 persons got a preview look at the new Westlake-Broadmoor branch library at 34 Park Plaza Saturday, in advance of the actual opening Monday.

An audience of 75 persons assembled for the actual dedication ceremonies at 2 p.m. and then several hundred other interested citizens visited the branch during the preview opening which lasted until 5 p.m.

Mayor Joseph Verducci cut the ribbon actually opening the branch, which contains some 5000 adult and children books and will serve citizens of the Westlake-Broadmoor area. Others who appeared and spoke briefly were Councilmen Sanford Vickers and Micheal De Bernardi and Virginia Ross, county librarian.

Mrs. Sol Lieberman, Westlake PTA president, presented library commission chairman Wayne Carr with a check for $112.39 from the PTA. This money will be used to start a collection of phonograph records for the branch.

In addition to Carr, who acted as master of ceremonies, library commissioners Dr. Lionel Farber, Jane Keith, Margo Westgaard and Maude Hanselman were present.

Following the opening, Friends of the Library Group served refreshments. Hostesses were Mesdames Robert Woods, Jack Kendree and Howard Stites.

The library was opened to the public Monday at 1 p.m. Hours are from 1 to 5 p.m. and 7 to 9 p.m. Mondays, Wednesdays and Fridays, 1 to 5 p.m. Tuesdays and Thursdays, and 9 a.m. to 1 p.m. Saturdays.

The temporary branch will be operated until construction of a permanent branch in Westlake, now in the planning stage.

Friends Of Library Committee Selects Officer Candidates

Selection of a slate of candidates for office in "Friends of the Library" is now under way, reports Mrs. Robert L. Woods, president pro tem.

A nominating committee has been named and as soon as the candidates have been chosen, notices will be mailed to members of the group advising of the date of the next general meeting and election.

Tentative date has been set for May 22, and "Friends of the Library" members are urged to keep this date in mind and plan to attend.

Nominating committee consists of Mrs. LeRoy Larsen, Dr. Irwin Silberstein, Mrs. John Eiler, Mrs. Stanley V. Wilson and Mrs. Sanford Vickers. Suggestions for candidates may be sent by members to Mrs. Larsen, 200 Garden Lane, Broadmoor, PL 5-3749.

Charter membership may still be obtained until May 1 by contacting Mrs. Foriest Cunningham, 188 E. Vista avenue, or Mrs. Howard Stites, 34 Northgate avenue. Individual memberships are $1 per year. Residents of Broadmoor, Colma and Daly City are all welcome as "Friends."

THE CALIFORNIA STATE LIBRARY

LIBRARY-COURTS BLDG., SACRAMENTO 9, CALIFORNIA

MRS. CARMA R. ZIMMERMAN, Librarian • • • RALPH BLASINGAME, Asst. Librarian

March 14, 1955

Mrs. Lorraine Rollandi, Librarian
Daly City Public Library
6351 Mission Street
Daly City, California

Dear Lorraine:

I had an opportunity last week to discuss with Dean Danton at the U.C. Library School its placement services, and just how best you might utilize them.

He confirmed my impression that heads of libraries, or their representatives, have been scheduling already interviews with students and alumni, in order to recruit for library openings. March, April and possibly May are the best times. Here is the suggested procedure for your consideration. Write a detailed letter to Dean Danton, outlining the two positions in Daly City and when you wish to come to Berkeley. Since a great many such letters are sent to the school (the placement bulletin board is quite crowded with announcements), it is essential that the information be as complete, detailed and interesting as possible: title, salary range, date available, accurate description of the work (not just "reference librarian"), vacation, sick and other fringe benefits, size and nature of the existing library staff, description of the library building itself, something about the community etc. From this letter and enclosures, the School will then summarize the openings, posting announcements and asking students to indicate whether they wish to be interviewed. You will then be notified of the names of the students, given a brief outline of their education, experience and interest and dates for the actual interviews will then be arranged.

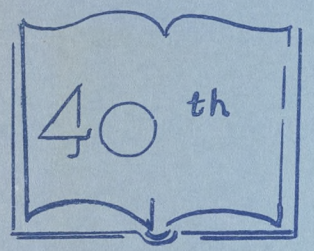
I would like to suggest it would be worth a try. If no one is interested, you will not need to lose any time away from the job. On the other hand, if several people sign up, I am certain that you can do a good "selling" job. You might want to consider having Dr. Farber there too. A real "live" Commission member might intrigue some of the students, and indicate, too, the Commission's active interest in the library program.

The best of luck. I shall be most interested to hear what you decide. Say hello to everyone for me.

Sincerely yours,

Rose Vainstein
Library Consultant

RV:B



ANNUAL REPORT

1954 - 1955

SAN MATEO COUNTY FREE LIBRARY

Virginia L. Ross
County Librarian

40th ANNUAL REPORT
1954 — 1955

SAN MATEO COUNTY FREE LIBRARY

Virginia L. Ross
County Librarian

SAN MATEO COUNTY BOARD OF SUPERVISORS

William M. Werder, Chairman
Thomas J. Callan
Alvin S. Hatch
E. R. MacDonald
Martin A. Poss

SAN MATEO COUNTY MANAGER

E. R. Stallings

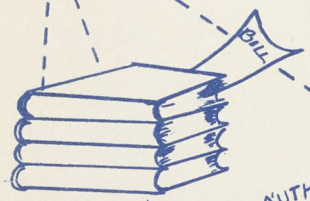
A public library is a community educational institution. It serves the community as a center of reliable information and provides the opportunity for education, recreation and inspiration through books and other library materials. The special function of the County Library is to make library services available to residents of the County who are not served by independent municipal libraries. The County Library also provides library service to three municipal libraries; this service is provided through contract and affiliation and is designed to fit the special needs and requirements of the individual library.

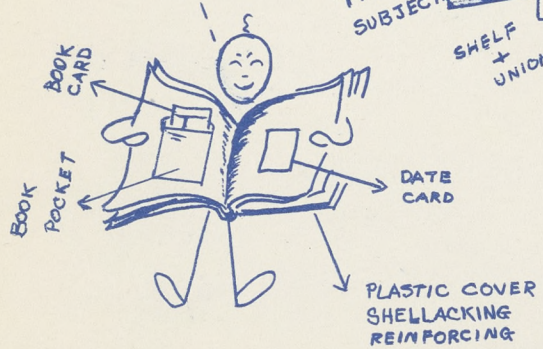
In addition to its community services, the County Library also serves 38 elementary schools in the County. This service includes the selection, purchase, processing and supplying of supplementary text books, recreational books, and other library materials to the schools.

This report tells how we supply library services, and how these services were used in the fiscal year ending June 30, 1955.

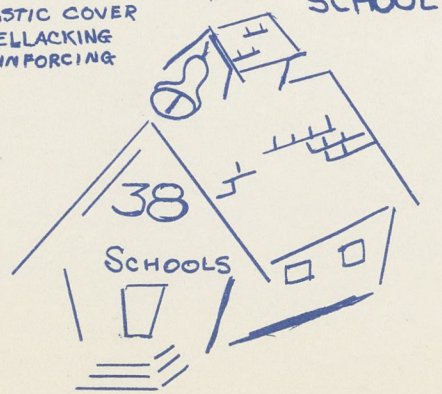
ADMINISTRATION

TECHNICAL SERVICES
ORDERING
CATALOGING
PROCESSING



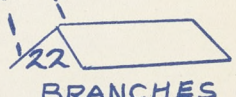


SCHOOL SERVICE

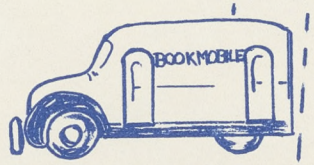


READER SERVICES
BRANCH DEPARTMENT
BRANCHES
BOOKMOBILE
CHILDREN'S LIBRARIAN
REFERENCE LIBRARIAN

RECORDS + STATISTICS

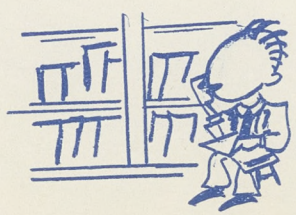


BRANCHES AND AFFILIATED LIBRARIES



29 STOPS

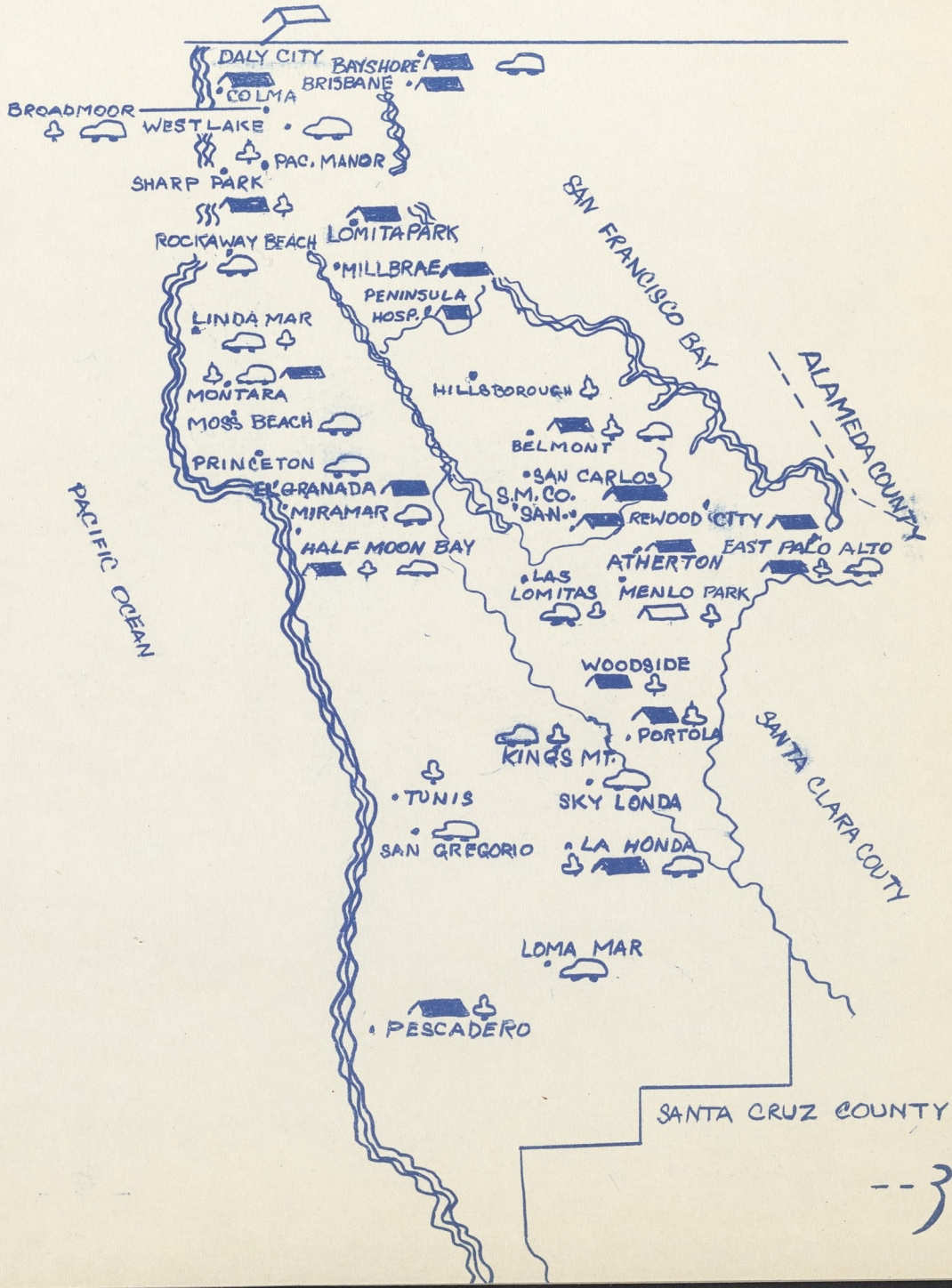
JUVENILE
BOOK SELECTION
STORY TELLING



SUBJECT REQUEST
AUTHOR AND TITLE REQUESTS
BIBLIOGRAPHY REQUESTS

SERVICE OUTLETS:

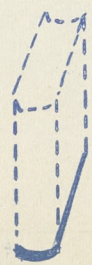
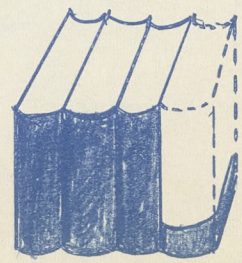
23 Branches and Affiliated Libraries
29 Bookmobile Stops
38 Schools



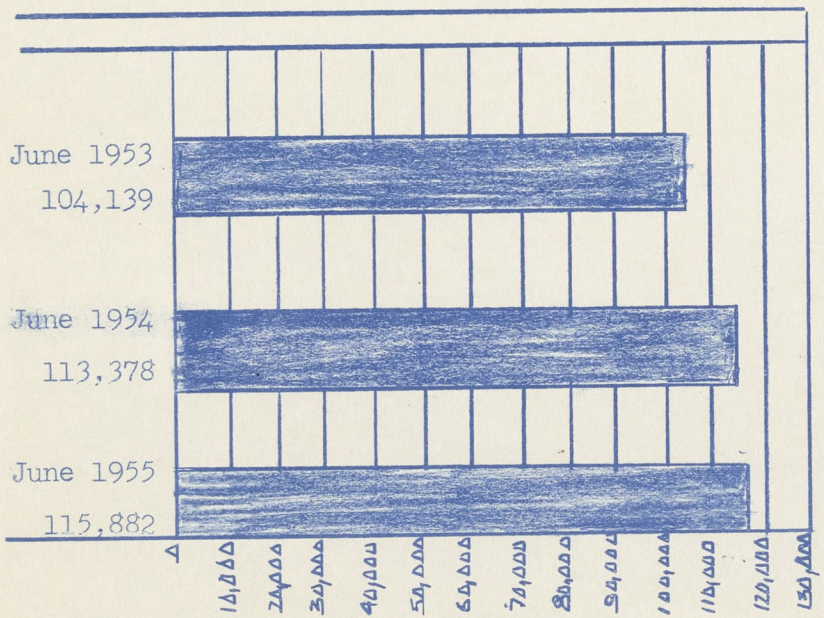
Legend:
Branches
Affiliated Libraries
*Bookmobile Stops
*Schools

*Bookmobile and School symbols can represent more than one bookmobile stop or school.

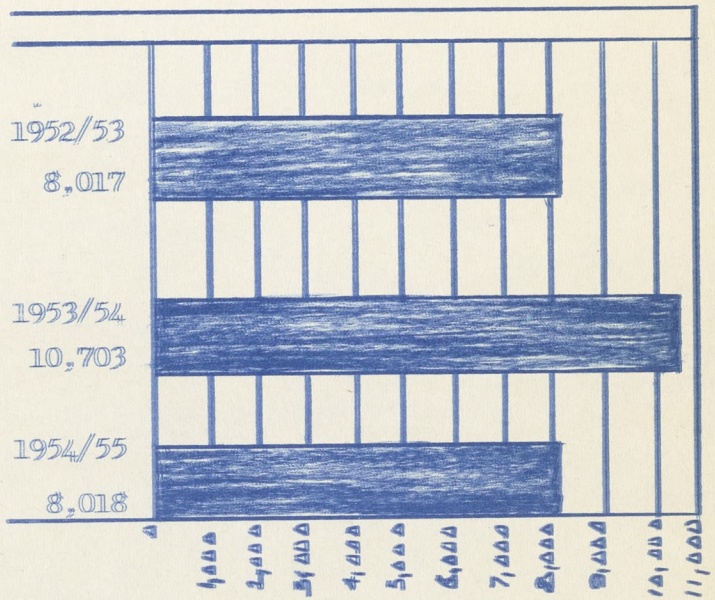
BOOK RESOURCES LAG BEHIND COUNTY GROWTH---

POPULATION SERVED	TOTAL BOOK STOCK PER CAPITA	BOOKS ADDED PER CAPITA	BOOKS CIRCULATED PER CAPITA
1939--1940			
76,439	9/10 of a book	9/100 of a book	2.8 books
1949--1950			
129,096	7/10 of a book	5/100 of a book	2.4 books
1953--1954			
158,574	7/10 of a book	7/100 of a book	2.9 books
1954--1955			
165,417	7/10 of a book	5/100 of a book 	3.2 books 

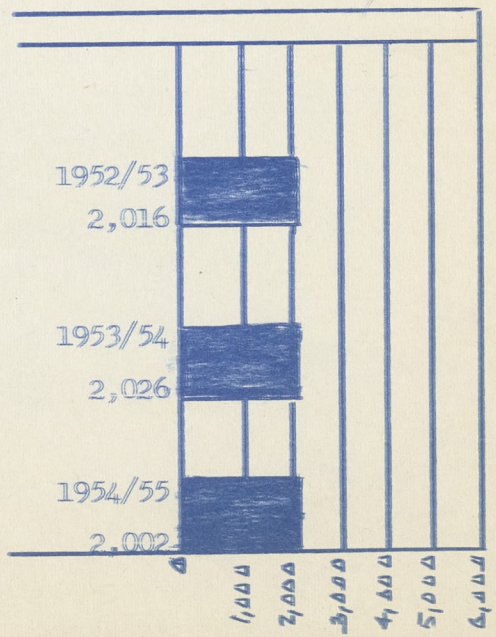
TOTAL VOLUMES



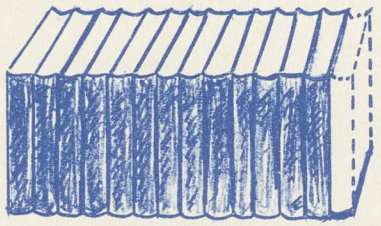
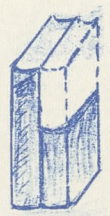
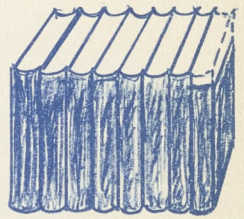
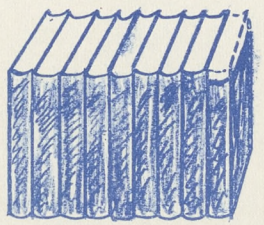
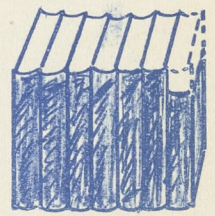
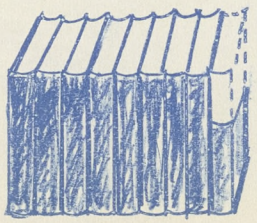
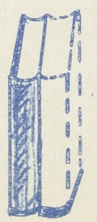
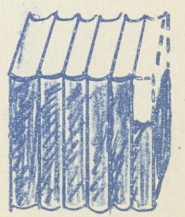
NO. VOLUMES ADDED



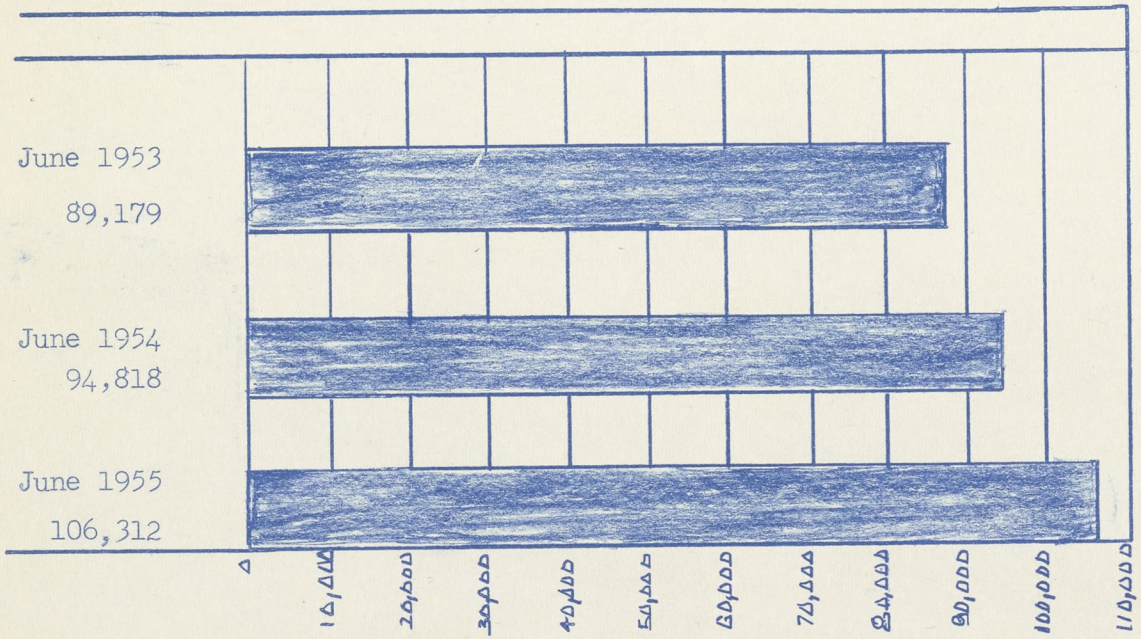
NO. TITLES ADDED



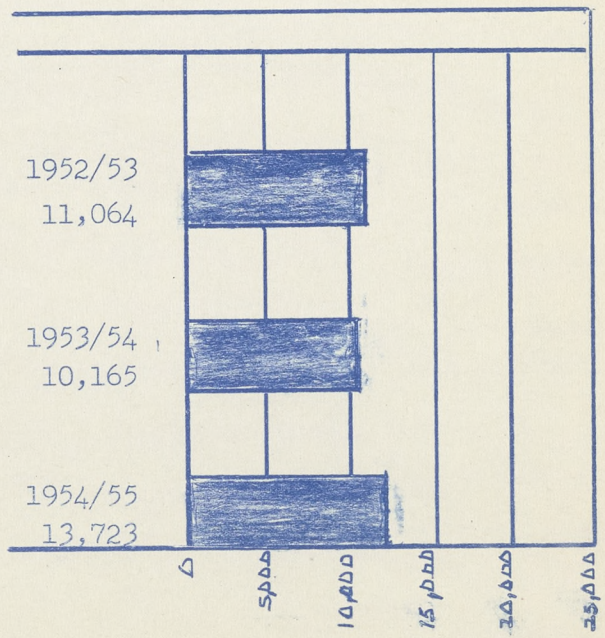
SUPPLEMENTARY TEXTBOOK RESOURCES TO SCHOOLS
SHOWS SHARP DECLINE WITH RISE IN POPULATION---

AVERAGE DAILY ATTENDANCE	TOTAL BOOK STOCK PER A.D.A.	BOOKS ADDED PER A.D.A.	BOOKS CIRCULATED PER A.D.A.
1949 - 1950	13.1 books	1.67 books	7.91 books
5,255			
Each figure represents 1000 A.D.A.	 8.99 books	 .96 of a book	 6.74 books
1953 - 1954			
10,546			
Each figure represents 1000 A.D.A.	 8.58 books	1.1 books	 5.5 books
1954 - 1955			
12,389			
Each figure represents 1000 A.D.A.			

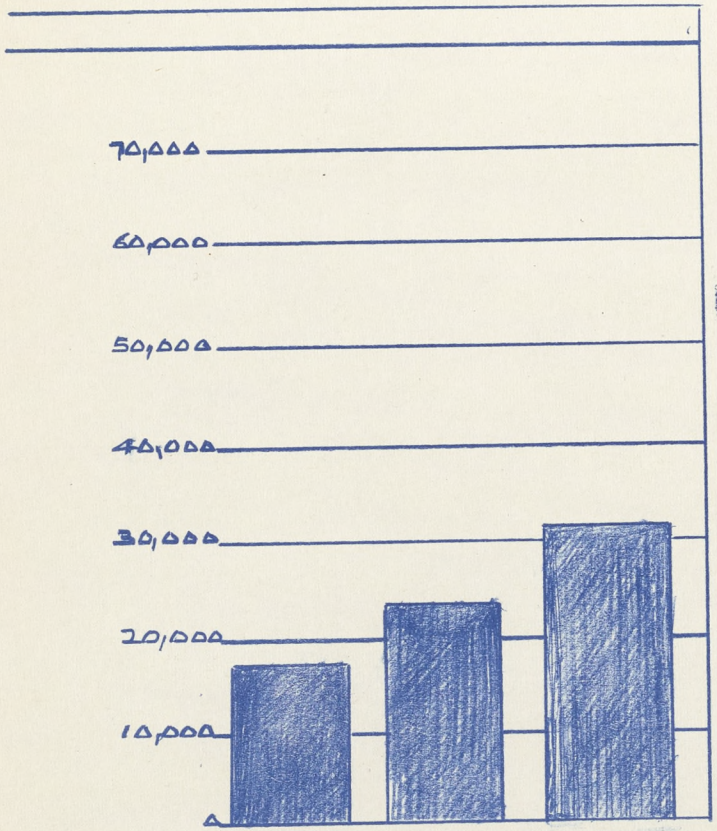
TOTAL VOLUMES



VOLUMES ADDED

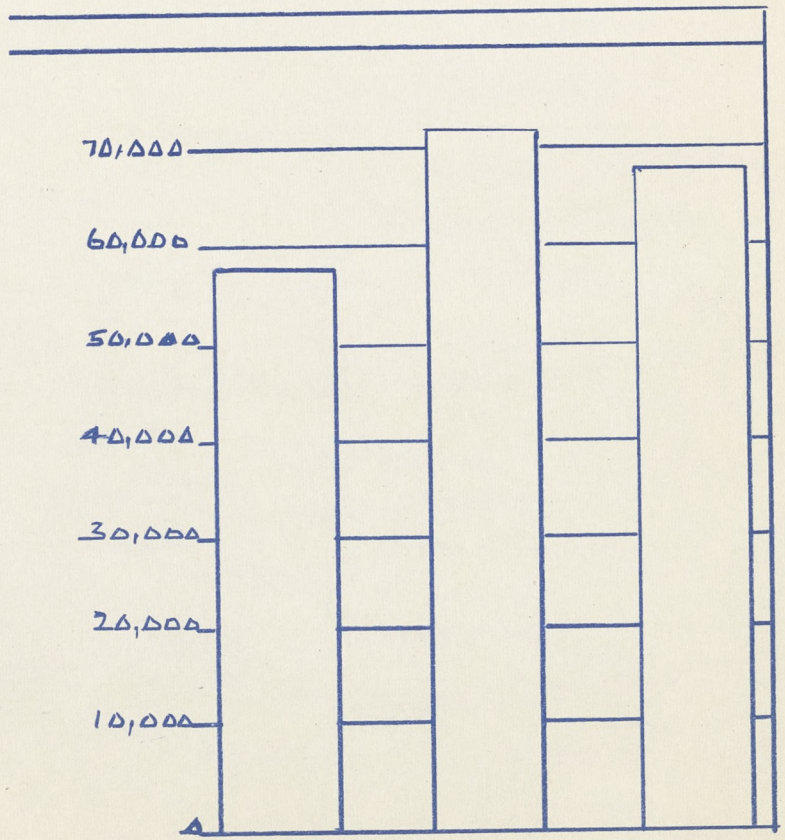


BOOK SHIPMENTS TO BRANCHES



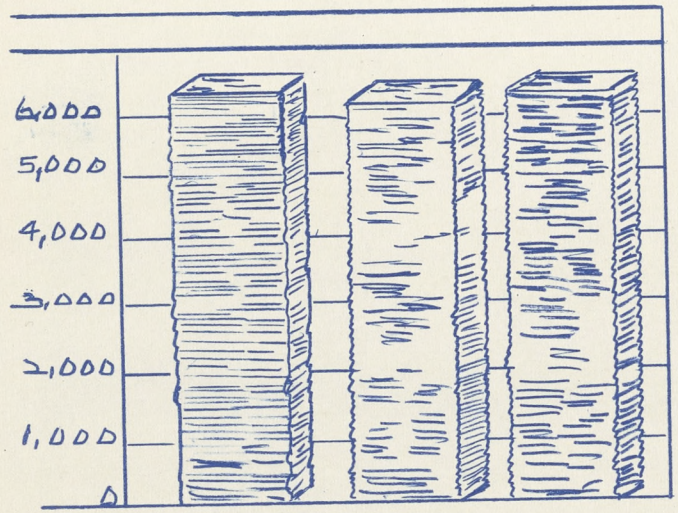
1952/53	1953/54	1954/55
16,779	22,988	30,424

BOOK SHIPMENTS TO SCHOOLS

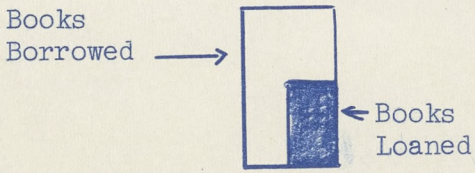


1952/53	1953/54	1954/55
58,430	71,168	68,220

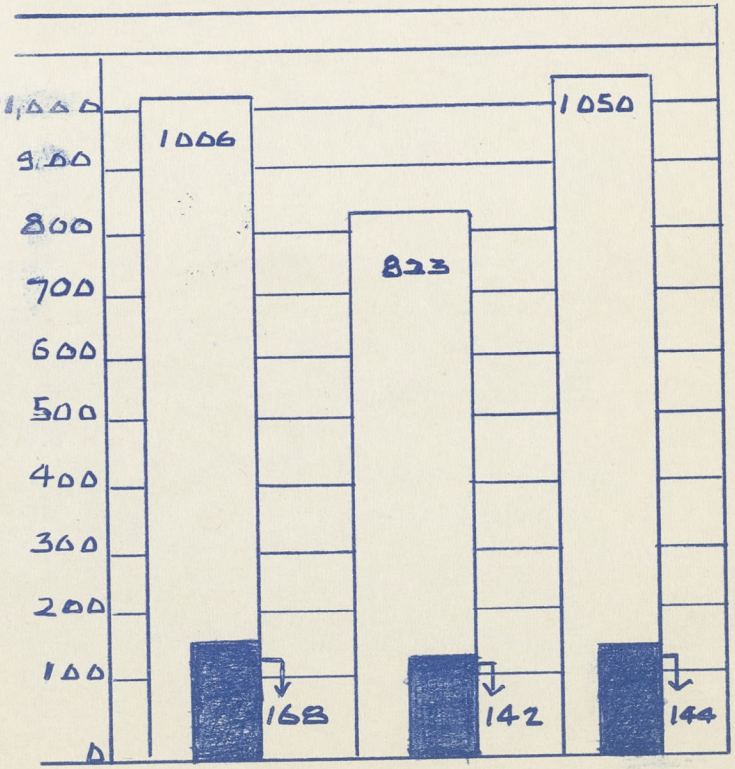
SPECIAL REQUESTS



1952/53	1953/54	1954/55
6,332	6,202	6,314

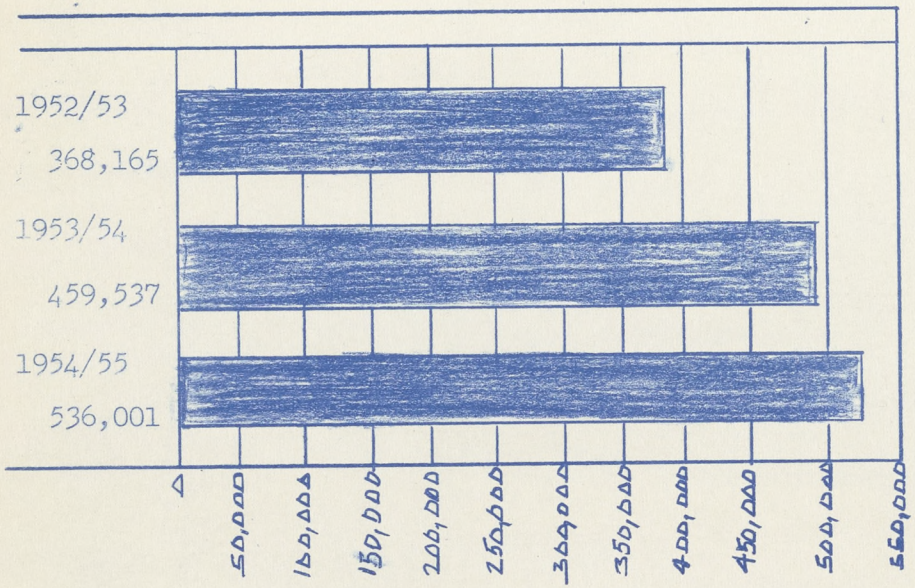


INTER-LIBRARY LOANS

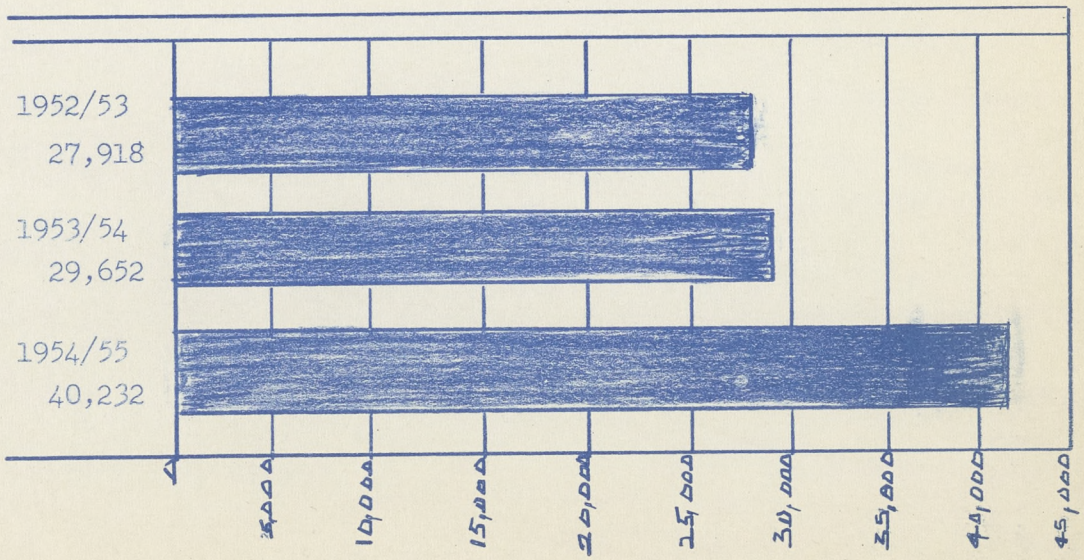


1952/53 1953/54 1954/55

CIRCULATION



BORROWERS



The day-to-day accomplishments of a public library depend largely upon the personal qualities, specialized skills and working effectiveness of the library staff. In June 1955, 54 people were employed by the County Library, comprising a total of 31.8 full time employees: 22 staff members were employed at headquarters, 32 in the branch libraries. There were 12 professional librarians on the staff. The position of School Librarian has been vacant since September 1954, an indication of the critical shortage of qualified library personnel and of our inability to compete salary-wise for the available personnel.

SPECIAL SERVICES---

During the year the library staff provided instruction to 84 groups on the use of books and libraries, and gave 55 talks before community groups on books and library services; estimated total audience for these talks was 6200 persons. Book exhibits were set up for six community meetings; weekly story hours were conducted at the Menlo Park Library and at the Cerebral Palsy School; other story hours were held at branch libraries throughout the County. 15,704 reference questions were answered. The collection of California State Documents was expanded and re-organized to increase its usefulness.

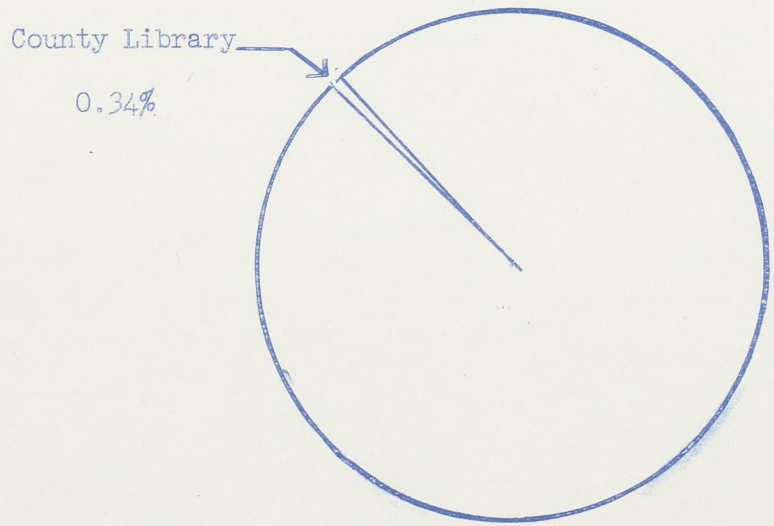
TECHNICAL PROCESSES---

The special skills of the cataloging and processing staff of the County Library were used by the Daly City and Menlo Park Libraries for the technical processing of books purchased by these city libraries. A total of 24,304 books were cataloged and processed:

County Library General Collection	8018
County Library School Collection ...	13,723
Daly City Public Library	2072
Menlo Park Public Library	491
	24,304

In October 1954 the School Service was moved to separate quarters at 721 Main Street, Redwood City. This made possible an expansion of the working and shelving space for the School Department. It also made possible a major reorganization of working space in the County Library Headquarters. Working space was re-arranged to more nearly conform with work flow. As a further means of alleviating the crowded conditions at headquarters bound issues of some magazines have been stored in the basement of the County Sanatorium.

Total County Budget	$ 52,535,010.	
County Library Budget	$ 176,016.	or 0.34%



The County Library is supported by a County Library tax, levied only upon areas served by the County Library. The tax rate for the fiscal year 1954/1955 was .072¢ per $100 assessed valuation.

Income 1954/1955

County Library Fund

County Library Tax	$ 164,749.37	
County General Fund	5,703.00	
Reimbursement Menlo Park Salary	980.89	
Reimbursement from City of San Bruno for Maintenance of Lomita Park Branch	654.77	
Fines and Lost Books	6,064.43	
Refund	33.36	
Balance, Prior Obligation	5.58	
Transfer from Contra Fund	4,466.99	
Sub-Total	$ 182,658.39	
Balance from previous year	6,888.18	
Total		$ 189,546.57

Expenditures 1954/1955

County Library Fund

Salaries	$ 124,869.28	
Books and Library Materials	27,900.68	
Maintenance & Operation	28,388.09	
Sub Total	$ 181,158.05	
Capital Outlay	3,613.62	
Total		$ 184,771.67
Balance		$ 4,774.90

School Districts served by the County Library pay into the County Library Contra Fund on the basis of $75 per 35 units of average daily attendance or fraction thereof and for each 300 units of average daily attendance in the district during the preceding year. The Contra Fund is used primarily for the purchase of books and library materials. In 1954/1955, 19.9% of the Contra Fund was used toward operating costs of the School Department of the County Library.

Income 1954/1955

Contra Fund

Received from School Districts	$ 22,425.00	
Insurance for Damaged Books	535.12	
Total	$ 22,960.12	
Balance, Previous Year	4,062.49	
Total		$ 27,022.61

Expenditures 1954/1955

Contra Fund

Books and Library Materials	$ 21,386.86	
Maintenance & Operation	497.02	
Transfer to County Library Fund	4,466.99	
Total		$ 26,350.87
Balance		$ 671.74

REPORT OF WORKSHOP ON MECHANICS OF PUBLIC LIBRARY COOPERATION
California State Library
Sacramento, March 24-29, 1956

Four librarians from San Mateo County participated in a Workshop on the Mechanics of Public Library Cooperation held at the California State Library, Sacramento, March 24-29, 1956. The participants from this area included Miss Virginia L. Ross, San Mateo County Librarian, Mrs. Muriel Merman, Redwood City Librarian, Miss Thelma F. Passo, San Bruno Librarian, and Miss Patricia J. Clark, Daly City Librarian. In all, there were twenty-six participants working in small groups on eight specific problems, each one of which involved at least two libraries.

Population in San Mateo County has grown rapidly in recent years. The estimate of 337,300 as of July 1, 1955 is just over 300% (301.7%) of the 1940 population, and the increase from 1950 to 1955 is over 100,000. The equalized assessed valuation of property in the County in 1955 was $1,541 per capita, less than 1% over the State average of $1,534. The area of the County is not large, and the population density of 519 per square mile in 1955 is the fourth highest in the State, being exceeded only by San Francisco, Los Angeles and Alameda counties.

This tremendous increase in population has made the demands on public funds especially difficult to meet, and it was felt that some cooperative means of making better use of available tax resources would be of great benefit to all the libraries concerned. The San Mateo County group, therefore, explored the problem of eliminating the duplication of book and card processing services among libraries in the area. This is in line with current trends in government at all levels.

The public libraries in the County, at the end of the 1954-55 fiscal year, had the full-time equivalent of 92.7 persons, or 2.8 employees per 10,000 population. The state-wide average is 3.1 public library employees per 10,000 population. The public libraries in the County, as a group, are near or just above state-wide averages in measures of library service, such as volumes and circulation per capita. Present library facilities and services are in no sense extravagant; on the contrary, they are not keeping pace with the requirements of a rapidly growing population. Total public library expenditures in the County for the fiscal year 1954-55 were $535,048.00.

There are seven city libraries in the County in addition to the County Library. Of these seven libraries, five maintain their own technical processing centers for acquisition, cataloging and processing of books; two libraries use the services of the County Library for this purpose. Since all of the public libraries in the County are serving similar reading publics, they purchase many of the same book titles. Therefore, the work done in the six technical processing centers represents considerable duplication of effort. Experience of other library systems has demonstrated that efficiency of operation can be gained by centralization of the cataloging and processing functions.

The following proposal is suggested as a plan for such a centralization of technical services:

I. SELECTION

A. Each library will continue to do its own book selection.

B. Selection will be coordinated as much as possible through expansion of the County Library's present book selection meetings.

C. Some coordination of book selection policies and perhaps some specialization will be effected.

II. ACQUISITION

A. Centralized ordering probably would be desirable.

1. Present system of individual ordering will be continued until other aspects of the program have been completed.

B. Orders will be coordinated as mentioned under I.B.

1. Copies of individual library orders will be forwarded to the County Library at the time orders are placed.

C. Orders will be placed with common vendors as much as is feasible.

D. Full cooperation of vendors will be sought through complete information to them as to methods and purposes of change of present procedures.

1. All possible steps will be taken to ensure vendors' receiving payment at least as soon as they now do.

E. All deliveries will be made to the County Library.

F. Invoices or packing slips will be checked immediately at the County Library against items received and then forwarded to purchasing libraries so that bills can be paid or necessary adjustments be made promptly.

G. Property marks and all necessary acquisition information will be entered in volumes.

1. These procedures will be streamlined and standardized by mutual agreement on details.

III. CATALOGING AND CLASSIFICATION

A. Cataloging and classification practices must be standardized by mutual agreement of participants.

1. Present discrepancies will be resolved on a democratic basis, so far as is consistent with good practice.

B. Revision and maintenance of card catalogs will be provided for, at least in long-range planning.

IV. PROCESSING

A. Processing practice must be standardized by mutual agreement.

1. Present discrepancies will be resolved on a democratic basis.

B. Distribution of volumes ready for circulation must be made promptly.

1. Deliveries from the County Library to participants will be made not less frequently than once a week.

In addition to duplication of technical services there is duplication of circulation and information service to people who live in unincorporated areas adjacent to cities which have independent municipal libraries. Since these fringe area residents must pay a non-resident fee to check books out of these city libraries, the County Library is obligated to provide branch library service in these areas. For example, in Redwood City the County Library maintains a circulation and information desk at the County Library Headquarters to serve residents of the Redwood City fringe area. Less than two blocks away the Redwood City Public Library maintains similar service for Redwood City residents. County residents, who borrow about 3500 volumes per month from the County Library Headquarters branch, must pass within a block of the Redwood City Public Library. It would seem that there might be some possibility of exchange of operations whereby the San Mateo County Library would do the technical processing of books purchased by the city library in exchange for the city library's furnishing circulation and information service to fringe area residents. It is believed that such an exchange will lead to more efficient technical processing. In addition, valuable personnel of the city libraries could be released for more effective and expanded service to the public.

It should be emphasized that the cooperative efforts suggested here will not necessarily lead to overall financial savings, but rather to a better utilization of existing staff and resources, and to improved service to the public.

Whether city libraries cooperate with the County Library on an affiliated basis, a contract basis, or an exchange of services basis seems to be primarily a matter of choosing which form of participation is most amenable to equitable determination of costs. The cost of salaries involved is easy to determine, since the figures are based on the current and next-year salaries of employees. The costs of the cataloging and processing of books are subject to fluctuation due to variations in the number of books purchased and the equipment and work methods in use. The San Mateo County Library has the use of expensive County equipment for producing catalog cards, and its volume of cataloging and book processing is such that its unit costs are almost certainly lower than the unit costs for identical work done by each library in smaller volume. Because of several factors, at present uncertain, specific contracts based on unit costs would seem not to be a completely feasible method on which to proceed at present. It is suggested that except where costs are known, the basis of working agreements be mutually acceptable exchange of service.

REPORT TO LIBRARY COMMISSION
Daly City Public Library
March 1956

NEW BORROWERS REGISTERED:

March 1956		March 1955		Total to date, 1955/56	
Adult	117	Adult	73	Adult	932
Juvenile	53	Juvenile	52	Juvenile	523
Total	170	Total	125	Total	1455

REREGISTRATIONS:

March 1956		March 1955		Total to date, 1955/56	
Adult	32	Adult	24	Adult	243
Juvenile	23	Juvenile	26	Juvenile	188
Total	55	Total	50	Total	431

BOOK STOCK:

Books added, July 1, 1955-February 29, 1956	1,834	
Books added, March 1-31, 1956	244	
Total	2,078	
Books discarded, July 1, 1955 - March 31, 1956	307	
Net gain	1,771	
Book stock, June 30, 1955	10,455	
Total book stock, March 31, 1956	12,226	(Daly City books only)

FINES	$112.75
LOST BOOKS	000.00
TOTAL	$112.75

DAYS OPEN	27
REFERENCE QUESTIONS	365
Reference questions to date, 1955/56	3,273

CIRCULATION:

	March 1956		March 1955		Total to date, 1955/56	
Adult fiction (city)	1,434		1,711		14,418	
Adult fiction (county)	510		352		4,664	
Total adult fiction		1,944		2,063		19,082
Adult non-fiction (city)	1,314		1,159		9,591	
Adult non-fiction (county)	269		222		2,162	
Total adult non-fiction		1,583		1,381		11,753
McNaughton titles (county)	276		000		1,462	
Total adult circulation		3,527		3,444		32,021
Juvenile (city)	2,761		2,908		22,988	
Juvenile (county)	320		243		3,113	
Total juvenile circulation		3,081		3,151		26,101
Periodicals	478		608		4,176	
Pamphlets	31		68		314	
Pocket books	38		30		325	
Pictures	685		000		1,007	
Total circulation		7,840		7,301		63,944

Total circulation of County books (1,375) represents 17-% of the total circulation for the month of March 1956.

March was indeed a busy month, especially since Library Week was celebrated March 12-17th. Through the efforts of the Friends of the Library, we obtained display space for books and placards in four stores in Westlake: Town and Country Food Center, Seymour's of Westlake, Westlake Flower Shop, and Dr. Louis H. Minkin, optometrist. We also had a full window display at the Daly City Drug Company. Mrs. Aida Larsen, temporary secretary of the Friends of the Library, arranged the displays at Westlake and dismantled them. They were indeed effective, and she deserves our heartfelt thanks. Miss Clark arranged the display at Daly City Drug Co. The press was most generous with space, also, and Library Week was well publicized in Daly City. The Friends of the Library also keyed their first public meeting to Library Week; four of the members of the Library Commission and the Librarian attended the meeting, and a small display of books was set up. Mrs. Stanley Wilson, a member of the Friends of the Library, took a display of books to the regular meeting of the Westlake Catholic Women on March 12th. We are most grateful to all the many Friends of the Library who helped make Library Week a success in Daly City.

Other publicity during the month included a brief talk by the Librarian at the regular meeting of the Westlake PTA on March 1st. This amounted chiefly to an announcement of the opening of the new Westlake-Broadmoor Branch on April 16th, and details of hours of service, etc. A small display of books was taken to the meeting, also.

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY

PERIOD 1-31-56 to 2-29-56

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
1	14,978.00	11,233.00	3,745.00*	10,082.39		1,150.61*
Salaries	14,978.00	11,233.00	3,745.00*	10,082.39	.00	1,150.61*
2	400.00	300.00	100.00*	106.12	48.67	145.21*
3	400.00	300.00	100.00*	119.57		180.43*
7	100.00	75.00	25.00*			75.00*
8	250.00	187.00	63.00*	4.26	95.00	87.74*
9	150.00	112.00	38.00*	110.67		1.33*
10	550.00	412.00	138.00*	295.90		116.10*
	5,000.00	5,000.00	.00*	100.00		4,900.00*
14	350.00	263.00	87.00*	134.62	95.95	32.43*
16	300.00	225.00	75.00*	60.69	36.28	128.03*
20	11,492.00	11,492.00	.00*			11,492.00*
34	5,000.00	3,750.00	1,250.00*	1,715.30	1,007.60	1,027.10*
35	400.00	300.00	100.00*	238.62	34.39	26.99*
Total Expenses	24,392.00	22,416.00	1,976.00*	2,885.75	1,317.89	18,212.36*
52	1,000.00	1,000.00	.00*	313.85	26.74	659.41*
Capital Outlay	1,000.00	1,000.00	.00*	313.85	26.74	659.41*
GRAND TOTALS	40,370.00	34,649.00	5,721.00*	13,281.99	1,344.63	20,022.38*

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY

PERIOD 7-1-55 to 1-31-56

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
1	14,978.00	11,233.00	3,745.00*	8,798.18		2,434.82*
Salaries	14,978.00	11,233.00	3,745.00*	8,798.18	.00	2,434.82*
2	400.00	300.00	100.00*	49.21	55.55	195.24*
3	400.00	300.00	100.00*	119.57		180.43*
7	100.00	75.00	25.00*			75.00*
8	250.00	187.00	63.00*		95.00	92.00*
9	150.00	112.00	38.00*	99.55		12.45*
10	550.00	412.00	138.00*	235.44		176.56*
[illegible]	5,000.00	5,000.00	.00*	100.00		4,900.00*
[illegible] 14	350.00	263.00	87.00*	134.62		128.38*
16	300.00	225.00	75.00*	50.19		174.81*
34	5,000.00	3,750.00	1,250.00*	1,106.30	1,037.24	1,606.46*
35	400.00	300.00	100.00*	134.17	67.39	98.44*
20	11,492.00	11,492.00	.00*			11,492.00*
Total Expenses	24,392.00	22,416.00	1,976.00*	2,029.05	1,255.18	19,131.77*
52	1,000.00	1,000.00	.00*		310.56	689.44*
Capital Outlay	1,000.00	1,000.00	.00*	.00	310.56	689.44*
GRAND TOTAL	40,370.00	34,649.00	5,721.00*	10,827.23	1,565.74	22,256.03*

REPORT TO LIBRARY COMMISSION
Daly City Public Library
February 1956

NEW BORROWERS REGISTERED:

February 1956		February 1955		Total to date, 1955/56	
Adult	81	Adult	72	Adult	815
Juvenile	34	Juvenile	61	Juvenile	470
Total	115	Total	133	Total	1285

REREGISTRATIONS:

February 1956		February 1955		Total to date, 1955/56	
Adult	30	Adult	23	Adult	211
Juvenile	16	Juvenile	29	Juvenile	165
Total	46	Total	52	Total	376

BOOK STOCK:

Books added, July 1, 1955 - January 31, 1956	1,587	
Books added, February 1 - 29, 1956	247	
Total	1,834	
Books discarded, July 1, 1955 - February 29, 1956	306	
Net gain	1,528	
Book stock, June 30, 1955	10,455	
Total book stock, February 29, 1956	11,983	(Daly City books only)

FINES	$107.03
LOST BOOKS	3.50
TOTAL	$110.53
DAYS OPEN	23
REFERENCE QUESTIONS	436
Reference questions to date, 1955/56	2,908

CIRCULATION:

	Feb. 1956		Feb. 1955		Total to date, 1955/56	
Adult fiction (city)	1,853		1,309		12,984	
Adult fiction (county)	636		212		4,154	
Total adult fiction		2,489		1,521		17,138
Adult non-fiction (city)	1,449		950		8,277	
Adult non-Fiction (county)	344		178		1,893	
Total adult non-fiction		1,793		1,128		10,170
McNaughton titles (county)	292		000		1,186	
Total adult circulation		4,574		2,649		28,494
Juvenile (city)	2,817		2,313		20,227	
Juvenile (county)	325		246		2,793	
Total juvenile circulation		3,142		2,559		23,020
Periodicals	549		447		3,698	
Pamphlets	61		24		283	
Pocket books	47		0		287	
Pictures	307		0		322	
Total circulation		8,680		5,679		56,104

Total circulation of County books (1,597) represents 17+% of the total circulation for the month of February 1956.

On February 2nd, at the Librarian's request, the Fire Department inspected the Library building. It was found that several items were needed in order to have the building conform to fire laws and regulations, and these have been requested: installation of a water-type fire extinguisher, installation of an EXIT sign, pointing toward the rear exit, and work on the rear door to change the swing from in to out. To date, none of these has been accomplished, although a duplicate of the Purchase Order, dated February 17th, for the fire extinguisher has been received. To date there has been no action on our request for an estimate on the painting and lengthening of the lighting fixture chains recommended by the City Engineer, nor has the recommended work on the front door been accomplished.

News of the acquisition of a temporary site for the Westlake Branch Library was received officially on February 10th. It is to be located in a store building at 34 Park Plaza Drive, which quarters contain about 600 square feet. The County Library was notified immediately, and action was taken at once to order the necessary book stacks. It will be possible to house about 4,500 volumes at one time in the new quarters. With anticipated heavy circulation, we should be able to have a collection of about 6,000 at Westlake. Proposed date of opening is April 16th, and we plan to keep the Branch open thirty hours per week, initially. Miss Clark made a trip to Redwood City on February 28th to discuss details with Miss Ross at the County Library, and also to look at several hundred volumes ready to be assigned to the new branch. The quality of these volumes is very high, and with our fine collection of juvenile books purchased from Westlake Book Carnival funds, we should be able to open with a book collection of which we can be proud.

During discussions regarding the stacks for Westlake, it developed that an order for Persian Red stacks (which is the color we have) was being run for another library. Inasmuch as we had wanted to order wall shelving for our reference collection, to replace the old green shelves, and since we could benefit by another library's order for this special color (which comes at an increased price unless ordered in very large quantities), an order was placed immediately for three sections of Persian Red shelving. Miss Cunningham, who supplies this stock, recommended that we use the end pieces which are currently attached to our periodical shelves; she thought the periodical shelves would look better without end pieces. She can also supply us with three additional sloping shelves for the periodical sections, so that we will have display room for the additional magazine titles to which we are now subscribing. So the entire order will come to only $175.00, plus tax, but including installation. This seemed to be a judicious purchase at this time.

Mrs. Plummer and Mrs. Saarinen attended a meeting at the Oakland Public Library on February 9th, sponsored by the Association of Children's Librarians, and devoted to the discussion of work with teen-agers. Both reported the meeting most interesting and profitable. Miss Clark attended a special meeting of the Peninsula Librarians in San Mateo on February 10th; this meeting was for the purpose of joint checking of a recent list of reference books, to ascertain for the benefit of everyone just which titles are available in this area. Miss Clark also attended the initial, organizational meeting of the Friends of the Library, held on the evening of February 13th at the home of Mrs. Robert Woods. On February 23rd the regular monthly meeting of all city department heads was held; Miss Clark attended.

At the request of Mrs. Carl Rollandi, the library supplies books for a display on the occasion of Catholic Book Week. This display, arranged by Mrs. Rollandi, was prepared for the meeting of the Catholic Daughter of America on February 16th. Some special material from the Catholic Library Association was obtained for the purpose, and Mrs. Rollandi reported that the display attracted considerable comment. Both juvenile and adult titles were included, chiefly recent books, emphasizing books by Catholic authors or of particular interest to Catholic readers.

Mrs. Plummer held a story hour on February 2nd, attended by six children. Later in the month she conducted a class visit by the Crocker School's third grade, and a group of seven Cub Scouts also received library instruction and were told an appropriate story.

This Library's request to participate in the coming Workshop on the Mechanics of Cooperation, to be held March 24-29 in Sacramento, has been approved. The City Manager has also approved the Librarian's absence for this period.

In anticipation of hiring a branch librarian for Westlake, Miss Clark and Mr. Stites have drawn up a duty statement for the new position of Senior Librarian (which would cover other professional duties as well as those of branch librarian). This statement has been favorably acted upon by the Personnel Board, and the position has now been approved. Announcements will be sent out very shortly, and an examination called for at the earliest possible date.

Respectfully submitted,

Patricia J. Clark
City Librarian

March 2, 1956

CITY OF DALY CITY

BULLETIN
SENIOR LIBRARIAN
1913

MONTHLY SALARY $325. 341. 358. 376. 395.

Initial employment at Step 3 - $358.00 per month

CLOSING DATE FOR FILING: April 6, 1956

DATE OF EXAMINATION: April 13, 1956

POSITION:

Under supervision to do professional library work on an advanced level; be responsible for the operation of a department, branch library or service as designated; and to do other related work as required.

EXAMPLES OF DUTIES:

Responsibility for the operation of a branch library or other department within the Library; supervision of personnel assigned; participation in the selection and cataloging of books and other materials; work with children and young people, including visits to schools conducting class and group visits to the Library, and story hours; talks to groups of all kinds; reference work and assistance of readers in the use of the Library; responsibility for the supervision and operation of the Library in the absence of the City Librarian.

MINIMUM QUALIFICATIONS:

Knowledge of modern library practice; broad knowledge of books, sources, bibliographies, reference material, cataloging, classification, registration and circulation procedures.

EXPERIENCE:

Two (2) years of experience in a modern library at the professional level.

EDUCATION:

Graduation from an accredited college or university with a library certificate (one year of additional professional library experience may be substituted for the library certificate)

EXAMINATION:

To be held in Daly City. Applicants qualifying for admittance to the examination will be notified when and where to appear. Examination will consist of a written test - 60%; experience and general qualifications as determined by an oral interview - 40%.

MEDICAL EXAMINATION WILL BE REQUIRED OF ALL APPLICANTS BEFORE EMPLOYMENT

APPLICATION FORMS CAN BE OBTAINED FROM THE OFFICE OF THE CITY MANAGER

REPORT TO LIBRARY COMMISSION
Daly City Public Library
January 1956

NEW BORROWERS REGISTERED:

January 1956		January 1955		Total to date, 1955/56	
Adult	107	Adult	60	Adult	734
Juvenile	34	Juvenile	71	Juvenile	436
Total	141	Total	131	Total	1170

REREGISTRATIONS:

January 1956		January 1955		Total to date, 1955/56	
Adult	35	Adult	11	Adult	181
Juvenile	39	Juvenile	27	Juvenile	149
Total	74	Total	38	Total	330

BOOK STOCK:

Books added, July 1 - December 31, 1955	1,415	
Books added, January 1 - 31, 1956	172	
Total	1,587	
Books discarded, July 1 - January 31	45	
Net gain	1,542	
Book stock, June 30, 1955	10,455	
Total book stock, January 31, 1956	13,261	(Daly City books only)

FINES	$109.57
LOST BOOKS	4.50
TOTAL	$114.07
DAYS OPEN	25
REFERENCE QUESTIONS	381
Reference questions to date, 1955/56	2,472

CIRCULATION:

	January 1956		January 1955		Total to date, 1955/56	
Adult fiction (city)	1,889		1,483		11,131	
Adult fiction (county)	625		389		3,518	
Total adult fiction		2,514		1,872		14,649
Adult non-fiction (city)	1,457		1,074		6,828	
Adult non-fiction(county)	324		193		1,549	
Total adult non-fiction		1,781		1,267		8,377
McNaughton titles (county)	361		000		894	
Total adult circulation		4,656		3,139		23,920
Juvenile (city)	2,648		2,137		17,410	
Juvenile (county)	353		224		2,468	
Total juvenile circ.		3,001		2,361		19,878
Periodicals	643		508		3,149	
Pamphlets	43		59		222	
Pocket books	51		0		240	
Pictures	15		0		15	
Total circulation		8.409		6,067		47,424

Total circulation of County books (1663) represents 19+% of the total circulation for the month of January 1956.

During the month of January, Mrs. Plummer held one regular story hour, attended by about twelve children. One Cub Scout group made a special visit to the Library, accompanied by their den mother. And two classes from Westlake School visited the Library and were entertained by Mrs. Marion Garthwaite, Children's Librarian of the San Mateo County Free Library. Mrs. Garthwaite told of her experiences among the California Indians, brought some Indian artifacts for display, and told several Indian legends to the children. About 65 children were involved.

A special feature at the Library was an exhibition of prints from the California Print Makers Society. This exhibition, in two sections, came to us through the San Mateo County Free Library. We had the first group for two weeks, the second for ten days.

A weekly column in the Westlake Times, which has also been run in the Shopping News, was begun. The first appeared in the issue of January 25th. It is planned that copy will be submitted to the paper each week, to be run whenever there is room for it (no promises can be made for space). Mrs. Plummer has agreed to write one column a month on children's books. It is still too early to estimate the effect this may have on the public; we are as yet unable to trace specific requests to books mentioned in the columns.

Miss Clark attended a meeting of the Peninsula Librarians in San Bruno on January 18th, at which time the subject of cooperative cataloging and cataloging costs was discussed. At this time, she had an opportunity to inspect the new San Bruno Library and to evaluate, in part, features which would or would not be desirable in the proposed Westlake Branch. On January 20th, Miss Clark attended the second book selection meeting at the County Library headquarters in Redwood City.

On January 25th, at the Librarian's request, the City Engineer inspected the Library building. The particular occasion of his visit was a leak in the roof in the back area; he has promised to have this taken care of soon by one of the Engineering Department's personnel. Mr. Weiler feels that the roof is in fairly good condition, and that no major work will have to be done on it in the immediate future. Mr. Weiler also suggested that he send one of his men to measure our front door and write out a purchase request for the necessary repairs; the immediate problem of closing the door has been taken care of by emergency carpentry work, but Mr. Weiler feels that the door should be repainted and that metal kick plates should be installed on the outside. The latter would serve to hold the wood together and to prevent further troubles. His rough estimate of the amount of money involved in this job was $30.00; he feels that our old door will see us through several years to come, with care. He has also promised to have one of his men take care of some minor work on the exterior door frame, where dry rot has begun. His advice on our acute lighting problem was asked, and he suggested that painting the ceiling white and lowering the lighting fixtures in the main room would help us to a greater degree than installing additional lights. In view of the fact that the Library has not been painted for nearly five years, it would seem advisable to have the entire interior done, if such is within the realm of possibility in the current budget. Acting on his suggestion, the Librarian has already asked for an estimate of the necessary work, so that the Commission and the City Manager can have accurate figures to work with in determining what action is to be taken. We are not, of course, committed to anything.

On January 18th, Miss Clark appeared at a meeting of the Personnel Board, at the request of the City Manager. At this time, the Board considered the recommendation of the City Manager to change the title of the Library Assistant position to Senior Library Aide. Mr. Stites and Miss Clark explained their previous discussions of the matter, and Miss Clark relayed the reaction of the Library Commission, as expressed at the January meeting. The Personnel Board concurred with the Commission's wishes, and the title has been changed officially to Senior Library Assistant. At the same time, the Board heard the recommendation of the City Manager that the salary for this position be increased to Schedule 8. The Board concurred with this recommendation, and will in turn recommend to the City Council that this increase be made. The Council, as yet, has not acted upon this recommendation.

Our book orders are being placed almost immediately upon receipt of purchase requests, and have been coming in at a great rate. We should soon catch up the lag occasioned by the delay in placing our orders during November and December. Incidentally, in checking the New York Times Book Review's list of 250 outstanding publications of 1955, it was discovered that the Library had or had on order 96 of these titles. In addition, a subsequent order included some of these same titles, bringing the total to well over 100. The two steel filing cases ordered during the Winter have arrived, and the Picture File has already been installed. This month's statistics show that it is already in use. We have also received the two small steel book trucks, which are proving most useful.

At the request of the City Manager, the Librarian prepared a report covering activities and statistics of the Library for the past eighteen months. This materials will be incorporated into a general report being prepared by the City Manager. A copy of the Librarian's report will be available at the next Commission meeting.

At the request of Mrs. George Windhurst, who is teaching an adult group of parents of teen-agers, the Library compiled a reading list on adolescents and their place in the family. We also compiled a second list of books especially suitable for the teen-agers themselves, which was given to Mrs. Windhurst as a follow-up item for distribution. Extra copies were run so that the Library has these lists available for others to use. The response has not been overwhelming, but we are happy that Mrs. Windhurst asked us to give her this service.

The Library received a handsome gift which we anticipate will be used greatly in the coming months and years. A copy of the Report to the San Francisco Bay Area Rapid Transit Commission, which gives valuable maps and statistics on land use, zoning, and a multitude of other topics, besides outlining the proposed rapid transit plan, will be placed in our reference collection.

Miss Clark attended a luncheon meeting of City department heads on January 27th, at which time the chief topic of discussion was the personnel system.

Respectfully submitted,

Patricia J. Clark
Librarian

February 3, 1956

DATE: December 6, 1955

TO: Members of the Library Commission

FROM: City Librarian

SUBJECT: Comparison of Daly City's standing in regard to Public Library Service Standards for California

In compliance with the Commission's request at its last regular meeting, November 16, 1955, I am reporting herewith on Daly City's standing in regard to Public Library Service Standards for California.

The attached sheet gives an overview in tabular form showing the standards as adopted by the California Library Association for public library units. (Daly City Public Library would not qualify as a system). Figures taken from the last annual report to the State Library (1954-1955) have been used in the "Daly City Has" column.

For clarification and expansion of any points raised here, may I refer the Commission to the copies of Public Library Service Standards for California recently mailed to Commission members.

This report was to have been presented at the next regular Commission meeting, but it seems advisable to allow the members time to study the matter before the discussion.

Enclosure
c/c City Manager

C. L. A. STANDARDS	DALY CITY HAS	DALY CITY LACKS
Bldg. -- 1, 400 sq. feet	1,959 sq. ft.	office, story hour room, workroom
Book collection -- 7,000	10,455 + 2,269 county = 12,724 3,959 are juveniles (includes 600 Westlake)	balanced collection weeding needed
Personnel -- professional librarian during hours open	Open 62 hours per week Professional on duty 42 hours (Maximum)	Professional librarian 20 hrs. (approx. 1/3 week) minimum
Hours -- open some part of 5 days per week	Open 6 days per week	
Interlibrary loans access to services of system and supplemental interlibrary loans	Part of San Mateo County Free Library system	fuller use of County library's facilities and greater use of interlibrary loan privileges

PURCHASE ORDER

CITY OF DALY CITY 25, CALIFORNIA

ALL INVOICES, CASES AND PACKAGES MUST SHOW THIS NUMBER.

Purchase Order No. 17550

Date NOVEMBER 18 19 55

TO: LIONEL FARBER

ADDRESS: 159 WILSHIRE AVENUE
DALY CITY, CALIFORNIA

Requisition No. 754

Department LIBRARY

Budget Item 16

Gentlemen: Please furnish the articles or services described below, per your quotation

dated _____ 19____. Deliver to _____

at _____ on or before _____ 19____.

A. I. STITES
BY: W. J. FitzPatrick
PURCHASING AGENT

QUANTITY	UNITS	DESCRIPTION	CODE	UNIT PRICE	EXTENSION
		EXPENSES TO C.L.A. CONFERENCE, SAN JOSE, OCTOBER 28, 1955			$ 17.89

PAYMENT MADE ONLY ON COMPLIANCE WITH INSTRUCTIONS BELOW

INSTRUCTIONS:

1. INVOICE IN DUPLICATE TO "CITY OF DALY CITY;" ATTACH TO THIS ORIGINAL PURCHASE ORDER AND RETURN TO Accounting "~~PURCHASING~~" DEPARTMENT, DALY CITY 25, CALIFORNIA."
2. THE PURCHASE ORDER NUMBER, WHICH APPEARS ON UPPER RIGHT CORNER HEREOF, MUST APPEAR ON INVOICES.
3. YOUR INVOICE MUST STATE THAT SAME COVERS COMPLETE OR PARTIAL DELIVERY (AS THE CASE MAY BE).
4. NO CHARGE FOR PACKING OR DRAYAGE WILL BE ALLOWED EXCEPT WHERE SPECIFIED ON THIS ORDER.
5. WHERE PRICE SHOWN IS A DELIVERED PRICE, ALL TRANSPORTATION AND DELIVERY CHARGES MUST BE PREPAID IN FULL TO DESTINATION.

PUBLIC LIBRARY

CITY OF DALY CITY

Gateway to the Peninsula

SAN MATEO COUNTY, CALIFORNIA

6351 MISSION ST. • PLAZA 5-0327

Mayor
A. J. Gaggero
Councilmen
Edward J. Dennis
James P. Green
James H. Kennedy
Joseph J. Verducci

Notes for Meeting of Library Commission with the City Council, December 19, 1955, by L. Farber

1. In Westlake Times of December 8, 1955, it was stated that the Council met " in an hour-long session with the library Commission Monday night (December 5) etc ". Actually, only one board member was there, Mr. Carr.

2. In same Westlake Times article, Mr. States quoted as saying that " the savings realized by eliminating county library taxes here, coupled with a slight raise in the Daly City rate, would make possible financing and operation of a library in Westlake ".

3. In Westlake Times of December 14 Mr. States further was quoted as saying that by using the 8 cents per $100.00 municipal library tax plus an additional 4½ cents raise suffcient funds could be raised at a saving to the taxpayer.

4. Just figures by States are not accurate. In a discussion with the Commission last Month States stated that the city would have to equal the present combined library tax rates and even supplement them for the general fund.

5. A clear delineation of Library Commission and City Manager duties and responsibilities must be obtained. At present the City manager by his one-sided actions hinders adequate library functioning rather than helping it. On all matters of personnel, salary changes, planning for library activities and so on the Commission has to be taken into account and consulted before any decisions are made. Otherwise there is no use to have a Commission.

PUBLIC LIBRARY

CITY OF DALY CITY

Gateway to the Peninsula

SAN MATEO COUNTY, CALIFORNIA

6351 MISSION ST. • PLAZA 5-0327

Mayor
A. J. Gaggero
Councilmen
Edward J. Dennis
James P. Green
James H. Kennedy
Joseph J. Verducci

6. The matter of purchases of books must be cleared up. The discount obtained by the librarian in personally ordering books is just as large as that given by bidding, with the added gain and advantage that prompter service is obtained. Three weeks or more need not elapse before an order is presented to the purchasing agent and its placement. Clearly a matter of delegating authority to those responsible and able to carry it out is indicated. No one man can know everything about everything. Others more qualified should be given credit and allowed to exercise their capabilities.

7. The maintenance and increase of adequate or reasonably good library service for the residents of the area must be always kept clearly in mind. To seven connections before adequate and necessary provisions for satisfactory library service are made by the city will only result in a disruption of the ~~the~~present woefully inadequate but yet existing library functions. The juggling of figures on paper will not provide good books and enable the library to perform its tasks.

8. The Commission did not state that it favored maintaining present relationships with the County unequivocally, but only that before such a step is taken a clearly thought out and planned program to maintain and expand the library's services must be set up and put into operation. The Commission's duties and responsibility is first and foremost to the users and potential users of the

(over)

library.

9. In Westlake Times of Dec. 14, Mayor Verdieci quoted as saying "Its apparent the commission has reversed itself. Last Monday Mr. Carr said that the majority opinion of the board favored withdrawing from the County program. etc" This certainly needs clarification. The commission until the meeting of Monday evening December 11, had taken no action on the proposal. By shifting the blame to the Commission adequate library service will not be attained. Those in responsible positions should be on guard as to what they say publicly and not make irresponsible statements.

Before the connection between the Daly City Public Library and the County Library is definitely severed, certain conditions must be established and started on their way, in order to insure the continuity of the library service the people of Daly City and of Westlake section are receiving at the present time. These are as follows:

1. A lot for the Westlake branch Library must be obtained and definitely acquired by the city.

2. Plans for the building of the Branch Library must be definitely ~~started~~ completed and a definite date for its erection obtained

3. Some provision for the handling of new accessions to the Library.

including cataloging, must be set up. This could be done, possibly, on a contract basis ~~by~~ the County Library.

4. A definite plan or committment with the County Library should be obtained regarding the cooperation of and assistance from the County Library in the running and equipping of the new Branch Library, if services to Broadmoor and other County areas, not at present in Daly City, are to be rendered. ~~The people~~.

5. In order ~~with~~ to ~~stop~~ have presently obtained County service, even though unsatisfactory, from the Bookmobile,

before any other replacement becomes available, the Branch Library construction must be so arranged that it will proceed under the present set-up while the Bookmobile is still available. There should not be any gap in ~~is~~ elimination of ~~it~~ library facilities for the ~~health~~ of ~~Jap~~ Junipero Serra residents of Daly City during the period of the expansion of the library's services.

2 1/2 (20,500.00) $20,000.00

Salaries — 25,000.00

1. Libn. —
2. Clerical —
3. Clerical —
4. Br Libn —
5. Cataloger $10,400.00
6. Clerical 4500.00
7. Clerical 15,000

14,000
2500
1600
1000

29

Books — 10,000
Equipment — 2500
Mat — 3500
Build — 14,000
Binding — 2000
Utilities — 1200
Janitorial Service — 5000

Money raised 40,000.00
3,000.00

$63,200

63,200

REPORT TO LIBRARY COMMISSION
Daly City Public Library
December 1955

NEW BORROWERS REGISTERED:

December 1955		December 1954		Total to date, 1955/56	
Adult	71	Adult	46	Adult	627
Juvenile	37	Juvenile	50	Juvenile	402
Total	108	Total	96	Total	1029

REREGISTRATIONS:

December 1955		December 1954		Total to date, 1955/56	
Adult	14	Adult	18	Adult	146
Juvenile	14	Juvenile	32	Juvenile	110
Total	28	Total	50	Total	256

BOOK STOCK:

Books added, July 1 - November 30, 1955	1344	
Books added, December 1 - 31, 1955	71	
Total	1415	
Books discarded, July 1 - December 31, 1955	151	
Net gain	1264	
Book stock, June 30, 1955	10455	
Total book stock, December 31, 1955	11719	(Daly City books only)

FINES	$112.31
LOST BOOKS	0.00
TOTAL	$112.31
DAYS OPEN	26
REFERENCE QUESTIONS	318
Reference questions to date, 1955/56	2091

CIRCULATION:

	December 1955		December 1954		Total to date, 1955/56
Adult fiction (city)	1428		1290		9242
Adult fiction (county)	467		363		2893
Total adult fiction		1895		1653	12135
Adult non-fiction (city)	910		790		5371
Adult non-fiction (county)	216		144		1225
Total adult non-fiction		1126		934	6596
McLaughton titles (county)	213		000		533
Total adult circulation		3234		2587	19264
Juvenile (city)	1945		1693		14762
Juvenile (county)	299		156		2115
Total juvenile circulation		2244		1849	16879
Periodicals	372		343		2506
Pamphlets	60		50		179
Pocket books	17		0		189
Total circulation		5927		4829	39005

Total circulation of County books (1195) represents 20% of the total circulation for the month of December 1955.

On December 14th, Mrs. Plummer held a Christmas story hour, which was attended by about twenty children. On December 28th, a group of Cub Scouts came to the Library, accompanied by their leader, to learn how to use the library and especially to find books about ships and pirates. Mrs. Plummer also told them an appropriate story.

Mrs. Saurinen, assisted by Tom Tringali, took inventory of the adult non-fiction during the Christmas school vacation. The follow-up on this survey is not yet complete, but figures will be given in a future report.

Miss Clark attended a meeting of the California Library Association State Documents Committee in Richmond on December 5th. On December 9th she attended the first of a new series of book selection meetings held at the San Mateo County Library headquarters. At this meeting librarians from the major County branches and services discussed a list of current and forthcoming books, with the idea of coordinating their selection of those titles. Future meetings will be held monthly, on each third Friday.

Respectfully submitted,

Patricia J. Clark
City Librarian

c/c: Hanselman
Keith
Farber
Westgaard
City Manager

CITY OF DALY CITY
REGULAR MEETING CITY COUNCIL, TUESDAY DECEMBER 27, 1955
MEETING 8:00 PM

A G E N D A

ROLL CALL:

MINUTES:

PUBLIC:

COMMUNICATIONS:

1. Letter: H. I. Stites: re appropriation from Contingency Fund
2. Letter: George Kirchhubel
3. Letter: California Mission Trails

HEARING:

UNFINISHED BUSINESS:

1. Purchase of rubbish disposal site
2. John Haley (re: letter Daly City Civil Service Employees Association)
3. Off-street parking - (report from Councilman Vickers)
4. Westlake Library

RESOLUTION:

1. Vacation of Albion Street
2. Accepting Westlake Community Building
3. Reimbursement General Fund from Water Revenue Construction Bond Fund $12,028.82.

NEW BUSINESS:

1. Application for permit to operate taxicabs - George Mountanos
2. Gas service station application
3. Payment of bills

ORDINANCES:

1. Ordinance amending Water Collection Ordinance

MOTION:

CLAIM:

ADJOURN:

Westlake Site For Library Still Uncertain

City council and Daly City library commission took at least a faltering step towards realization of a Westlake library branch after a three-hour session Monday night.

Debate of proposed withdrawal from the county library program marked the long discussion, with the commission holding out for remaining with the county and City Manager Howard Stites adamantly for Daly City's "secession" from the county.

Mayor Joseph Verducci called for "something less pretentious" than the proposed $75,000 branch which would be located at Park Plaza and Fairway drives, and asked Stites to give the city a proposal in writing next Tuesday on the cost of purchasing the site and the issue of remaining or withdrawing from the county.

Verducci said the council would take formal action on both topics at that time.

Some Observations

Out of the marathon session, the following observations were made:

(Continued on Page 2)

Westlake Site For Library Still Uncertain

(Continued from Page 1)

According to the library commisison, the amount of money gained in new municipal tax revenues by withdrawing from the county would be more than offset by the cost of providing services now given by the county, such as cataloguing and wages. Prior to last week the commission had favorded withdrawing from the county program.

Stites said that if the city had access to the some $25,000 in library taxes now paid to the county Daly City could "get much more out of it." Stites maintained that figures showing Daly City to be better off by remaining under the county operation were "misrepresented."

Verducci said the library commission's demand for a $60,000 opational budget in event Daly City operates independent of the county was "out of the question."

Better Than None

The mayor held that it would be "better to operate at half the maximum in Westlake than to have no library branch at all." He continued that, "We'll do the best we can and in the meantime try to get the branch here, even if it means staying in the county jurisdiction one more year.

Councilman Del Wilson felt it would be "just as hard to withdraw from the county next year." (The city must act by February 1

NAME WAYNE CARR TO STATE-WIDE LIBRARY ADVISORY COMMITTEE

Wayne Carr, chairman of the Daly City library commission, has been appointed to a state-wide advisory committee by Dr. P. A. Gray, chairman of the trustee section of the California Library association.

Carr is one of four persons to be named to the committee and will serve for one year.

Times

10c per Copy
Over 35,000 persons see and read the Westlake Times every week.
A Good Place to Advertise!

ER 28, 1955 Westlake Phone PLaza 5-8543 Times Dec 28/55 VOLUME 2, NUMBER 48

Three Point Program For Library Branch Outlined

In an effort to see the realization of a Westlake library branch, the city council Tuesday night approved a three-step program which included:

1. Voted to remain in the county library program to take advantage of cataloguing and personnel services.

2. Authorized City Manager Howard Stites to negotiate with Henry Doelger for purchase of property in Westlake on which to locate the library.

3. Directed Stites to see if he could rent an area in Westlake suitable for a temporary branch library until the building is completed.

The three councilmen present, Mayor Joseph Verducci, Edward Dennis and Del Wilson, were unanimous in approving the last two policies, but Wilson opposed remaining with the county library, stating, "I don't like delays. We must start out on our own some time and we should break away now."

Wilson made a motion that the contract with the county for library services be eliminated but his motion died for lack of second.

The library commission last week unanimously recommended the city remain with the county.

ESTIMATES ON

DC Library Board Wins Honor

The Daly City Library Commission achieved a singular distinction at the Golden Gate District meeting of the California Library association, which was held Saturday. They had the largest representation from an individual library.

Mrs. Norman Yocum, president of the trustees section of C.L.A., complimented the Daly City members for their fine representation. Wayne Carr, chairman, and commission members Maude Hansleman, Margo Westgaard and Lionel Farber, have been appointed by Mrs. Yocum to head a committee which will organize trustees from the 47 libraries in the Golden Gate district for a pre-convention session.

The annual California Library association meeting will be held this year in San Jose on October 26-29. The Daly City Library staff and commission are planning to take an active part in the coming library convention.

DC Librarian to Leave Post

Resignation of head librarian Lorraine Rollandi was revealed at Wednesday's meeting of the library commission.

Mrs. Rollandi has served at the local library for seven years and has headed the library staff for more than two years.

She said she would remain on the job until a replacement is found.

The commission recently upped number of years experience required for librarian from four to five and set a new salary range for the job of $358 to $456.

Present salary range is $295 to $341. Mrs. Rollandi receive $310.

Civil service board has approved the charge in salary range and requirements, but informed the commission that the position cannot be advertised until city council approves the changes.

REPORT TO LIBRARY COMMISSION
Daly City Public Library
November 1955

NEW BORROWERS

Adult		Juvenile		Totals	
Daly City	57	Daly City	51	Daly City	108
Westlake	12	Westlake	5	Westlake	17
Total	69	Total	56	Grand total	125

REREGISTRATIONS

Adult		Juvenile		Totals	
Daly City	29	Daly City	23	Daly City	52
Westlake	3	Westlake	2	Westlake	5
Total	32	Total	25	Grand total	57

The above special enumeration of Westlake borrowers is in compliance with the request of the Library Commission at its last regular meeting for statistics regarding Westlake borrowers. Westlake borrowers, new and reregistered, represent 12% of the total registered during the month.

FINES	$104.22
LOST BOOKS	5.50
TOTAL	$109.72

CIRCULATION

Adult fiction (City)	1,541		
Adult fiction (County)	543		
		Total adult fiction	2,084
Adult non-fiction (City)	1,042		
Adult non-fiction (County)	256		
		Total adult non-fiction	1,298
McNaughton titles (County)	200		
		Total adult circulation	3,582
Juvenile (City)	2,997		
Juvenile (County)	422		
		Total juvenile circulation	3,419
Periodicals	420		
Pamphlets	41		
Pocket books	37		
Total circulation	7,499		

Total circulation October 1955 6,988 (increase 511)
Total circulation November 1954 6,014 (increase 1,485)

The total circulation of County books (1,421) represents 19+% of the total circulation for the month of November 1955.

DAYS OPEN 24

REFERENCE QUESTIONS 590

During November, Mrs. Plummer, Children's Librarian, visited both the Colma and Westlake Schools. At Colma School, she talked to six classes; at Westlake School, she talked to eleven classes. Two classroom visits to the Library also took place during November; both the Fourth and Fifth Grade classes from Crocker School were shown how to use the Library and were told an appropriate story.

On November 17th, Mrs. Plummer held a story hour in observance of Children's Book Week. About thirty youngsters, chiefly from the middle elementary grades, listened to two appropriate stories. A picture of this occasion appeared on the front page of the Record for November 21th.

There were several personnel changes during the month. On November 1st, Miss Clark assumed the duties of City Librarian. On November 9th, Laurence Walker terminated his association with the Library in the capacity of page. He has been replaced by two Jefferson Union High School seniors, Jan Hodenfield and Thomas Tringali, both of whom work part-time; they began work on November 18th.

Miss Clark visited the San Mateo County Library headquarters on November 16th, to meet the County Library staff and to discuss mutual problems. At that time, the County Library presented the Daly City Library with a file of The Record dating from 1947 until the present. This is an important addition to the Library's collection, and the file will be preserved and kept complete.

Respectfully submitted,

Patricia J. Clark
City Librarian

c/c
Hanselman
Westgaard
Keith
Farber
City Manager

The order of business shall be:

a) Roll call
b) Reading of the minutes
c) Reading and authorizing of bills
d) Report of the Librarian
e) Monthly financial statement
f) Other reports
g) Old business
h) Communications
i) New business
j) Adjournment

(Continued on Page 2)

DC Library To Split With County; Savings Could Go To W'Lake Branch

The city council will act next Monday on a proposal to withdraw from the county library system.

In an hour-long session with the library commission Monday night, councilmen discussed withdrawing from the county program and talked of construction of a $60,000 library in Westlake.

The savings realized by eliminating county library taxes here, coupled with a slight raise in the Daly City rate, would make possible the financing and operation of a library in Westlake, the council was told by City Manager Howard Stites.

Wayne Carr, library commission chairman, estimated that an annual budget of $55,000 would be needed to operate the present library and the Westlake facility. "That may sound like a lot," he said. "But we're spending $40,000 a year now."

Carr said the Westlake library had been under discussion by the commission nearly a year but that site acquisition had been the "stumbling block."

Stites explained that originally the city had sought to purchase a site from Henry Doelger but felt that the price was too high.

Councilmen all concurred with breaking away from the county library program and called for further negotiations to obtain a Westlake site.

Westlake Times, December 7, 1955

Library Group Reverses Policy, Votes To Stay Under County Program

Daly City library commission did an apparent turnabout Monday night when they informed the city council they were unanimously opposed to withdrawing from the county library system.

A week earlier, commission chairman Wayne Carr and librarian Patricia Clark had backed the withdrawal as a method to reduce taxes and at the same time increase library facilities here and make possible a $60,000 Westlake branch library.

In a letter to the council Monday, the commission revealed that at a special meeting the day before at the home of Dr. Lionel Farber they had "voted unanimously to recommend to the council a motion not to withdraw from the county library system." They said they would not recommend withdrawal until several conditions had been fulfilled.

Among Site Acquired

Among them were: Acquisition of site for the Westlake branch; completion and equipping of the building prior to the expiration of the current county contract; increase book stock from 10,000 to 15,000 volumes.

The commission said it would cost an estimated $42,000 to open the Westlake branch, exclusive of cost of down payment for buying the building.

Commissioners also asked that a minimum annual city operating budget of $65,000 be assured before they would consider withdrawing.

The following figures on cost of operating the library independently and with the county were offered: If the Westlake branch were operated independently by the city annual cost would be $34,000, as compared with $18,000 cost to the city under the county agreement.

New Books

Another reason given by the commission for their action was that if the Westlake branch were operated cooperatively with the county, the city would not have to

(Continued on Page 2)

Library Group Revises Policy

(Continued from Page 1)

appropriate $15,000 to set up the initial book collection and the $5000 to equip the new branch. In addition, the commissioners letter said, if the branch were operated cooperatively with the county, there would be an additional saving of $5100 which would be necessary to replace the county collection of 1700 volumes.

In all, the commission said, the savings resulting from the joint city-county operation of the Westlake branch would be $25,000.

"It's apparent the commission has reversed itself," said Mayor Joseph Verducci. "Last Monday Mr. Carr said the majority opinion of the board favored withdrawing from the county program. Now they are unanimous in voting against withdrawing from the county's program. Certainly in view of this letter I would like to find out the pros and cons. We don't want to do anything that would impair our library services."

Calls Special Meet

Verducci called for a special meeting next Monday night at 8 p.m. to discuss with the commissioners their sudden change in policy.

Commenting on the commission's reference in their letter to savings which would be made possible by remaining with the county, City Manager Howard Stites said, "In the letter I didn't see any consideration given to the savings in taxes which we would realize by withdrawing from the county program."

At a meeting two weeks ago, Stites pointed out that the taxpayers of Daly City were paying 8½ cents per $100 valuation for county library services. This levy raises some $24.000 in county revenue annually in Daly City. Of this, Stites claims, only $10.000 is spent by the county to provide library services here.

Stites argument was that by withdrawing from the county program, Daly City residents would be relieved of the 8½ cent tax load. The municipal library tax, 8 cents per $100, could be raised four cents and citizens would still be paying 4½ cents less per $100 than they do for library facilites under the present joint arrangement.

In addition to the letter from commissioners, councilmen also received a lengthy cost analysis of library services from the county library Monday.

According to the letter, total cost of county library service to Daly City for the current fiscal year will be $18.000, while it would cost the city $52.000 to supply the same services. In concluding, the county librarian Virginia Ross said, "It would be most unfortunate if a zeal for economy were to result in curtailment of library services in Daly City."

DC ROTARY TO OFFER

CITY OF DALY CITY
CALIFORNIA

OFFICE OF
LIBRARY COMMISSION

CITY HALL
DALY CITY, CALIF.

The regular meeting of the Daly City Library Commission was held in the Council Chambers of the City Hall on November 16, 1955.

Those absent were: Mr. Carr and Mrs. Keith.

Minutes of the last regular meeting were approved as read. Minutes of the last two Special Meetings were approved as read. There were no bills.

Report of the Librarian - The librarian reported that the page Lawrence Walker left without notice last week. Commission recommended exploring the possibility of hiring a high school student.

Other reports
Old Business - Letter from the County Librarian regarding the County contract. The Commission discussed the following with the new librarian, Miss Clark.

(1) The monthly report will be more than a statistical report, and more statistics will be given, also comparative statistics will be given.
(2) Dr. Farber moved that the librarian explore the idea of getting a reliable local junior or a high school student and pay him $1.00 an hour. It was moved by M. Westgaard and passed unanimously.
(3) Dr. Farber asked the librarian to take a sample to estimate how many Westlake residents are library borrowers.
(4) Dr. Farber expanded on the duties of the librarian in talking to public groups and in planning publicity programs for the library.
(5) Survey of the personnel situation. The librarian will have something to present to the commission.
(6) The librarian will send us all copies of the standards. She will draw up a chart of what we should have and what we already have.
(7) Picture file - excellent but presently unavailable. It will be placed in the children's room. Equipment needs - will survey it on a later date.
(8) Provision of a workroom in the library for processing of books and provision of an office for the librarian.

The secretary was requested to follow-up with Mr. Stites on the Oct. 24th letter.

Meeting adjourned at 10:10 p.m.

Respectfully submitted

(Mrs.) Margo Westgaard, Secretary

c.c.
Miss Clark
Dr. Farber
Mr. Carr
Mrs. Hanselman
Mrs. Keith

Sample of card holders
abt 12½% of total cards showed 17% from Westlake

PUBLIC LIBRARY SERVICE STANDARDS FOR CALIFORNIA were adopted by membership of the California Library Association on November 14, 1953. This action was taken at the annual business meeting of the association held in Stockton, California.

The proposed standards, presented as the product of the California Public Library Standards Workshop, were approved with the following revision. In the July, 1953, issue of NEWS NOTES OF CALIFORNIA LIBRARIES, line 20, change "hot less than two weeks annual vacation" to "three weeks annual vacation or more." In the section on "1953 Costs," supplementing the standards themselves, the last word in the first line of page 386 is to be changed from "training" to "education." These revisions are to be marked in the reprint leaflet on pages 7 and 11 respectively.

PROPOSED PUBLIC LIBRARY SERVICE STANDARDS FOR CALIFORNIA

By the California Public Library Standards Workshop held in Sacramento March 28-April 2, 1953, and continued in Los Angeles May 22-23, 1953, under the sponsorship of the California Library Association and the California State Library

INTRODUCTION

The public library's function in America has been established by tradition, law, and the logic of a free, democratic society. This function is to assemble, preserve and to make easily and freely available to all the printed and other materials that will assist them to:

Educate themselves continuously
Keep pace with progress in all fields of knowledge
Become better political and social citizens
Be more capable in their daily occupations
Develop their creative and spiritual capacities
Appreciate and enjoy works of art and literature
Make such use of leisure time as will promote their personal and social well-being
Contribute to the growth of knowledge.

California public librarians accept as their responsibility the job of satisfying readily the diverse needs and interests of the residents of the state through the selection, organization and arrangement of library materials and through skilled guidance in their use. The public librarians have a special responsibility to encourage the fullest possible use of library resources by all people without distinction as to class, race, or creed, and to provide information on all sides of controversial matters. In carrying out these responsibilities fully, the public librarians necessarily try to coordinate their work as closely as possible with that of other social and cultural agencies, and especially with the schools to foster and improve reading tastes in children and young people.

It has been accepted in principle that it is a responsibility of the state as part of its provision for public education to promote the establishment and development of public library service. Public libraries were organized in California as elsewhere, as independent local units, and consequently, they have not reached all the people of the state with uniformly adequate service. The revolution in transportation and communication now makes possible the use of improved highways, automobiles, trucks, airplanes, telephone, teletype, radio, and television to develop public library systems that can furnish all the people of the state with an adequate modern library service, at a reasonable cost, a service formerly possible only in the large city and county units.

To provide such total service the public libraries of various sizes need to be thought of in terms of library systems. Each system would have a

From pages 376-386 of the July, 1953, issue of *News Notes of California Libraries*, which is published by the California State Library, Sacramento.

central library or libraries with branches and/or cooperating libraries, and with smaller library service points jointly providing the public library facilities of the area. Many systems will be served most effectively by a combination of basic library units and bookmobiles. Instead of wiping out existing units, establishing new units where service points now exist, or creating a single central library independently providing services to large sections of the state, these ends may be achieved by counties, districts, and municipalities working together and using the total reservoir of special materials and other facilities in the state.

With such an organizational structure the materials and personnel most needed by a locality are brought close to the user by the direct service of accessible neighborhood or small community units. The materials needed less frequently, and the technical processing of materials, are mobilized at a second level to assist all the localities comprising the library system, and the resources needed only occasionally and by specialists are maintained at the state level and are called upon as required by the service points closer to the library user.

Participation in systems of libraries does not eliminate local control of library service. It does provide, however, for maximum and economical pooling of materials, professional personnel, and technical services.

To assure the provision of this library service to all the residents of this state, the library profession has drawn up for its own use, for the use of public bodies, and for citizen groups generally, a statement of basic standards to serve as a criterion of the adequacy of the public library service in every community or area in California. The standards define only *minimum adequacy*. Many libraries go far beyond them in responding to the special needs and interests of their communities.

As basic standards, this statement defines the point below which no library system can meet the needs of its community adequately. It recognizes the variety of interests represented in the people of the state and the many resources necessary to satisfy these interests.

In addition to standards which define the public library's function in society, librarians recognize that in the performance of their tasks, they, like all public agents, need standards to test the efficiency and to promote the economy of the library's internal operations. This aspect of management must at present be dealt with largely by comparing previous and existing records in each individual library activity. In the future it is expected that libraries will develop comparative standards of economical operation.

Essentially, the standards as defined below are for total public library services available in a community or area, rather than those furnished by a particular public library. They assume there are services rendered by school, regional and state agencies as well. They define in quantitative and qualitative terms the total materials, personnel, and physical equipment necessary to render basic, modern public library services to people at any point within the state.

STANDARDS OF LIBRARY SYSTEMS

A library system will usually serve a population of 100,000 or more, and each library system should possess the facilities to supply the major age groups (adults, young people, children) with the following essential services:

- Materials for home use
- Reference and informational services including:
  - Reader guidance
  - Active provision for materials for existing formal and informal educational, cultural, and social groups
  - Compilation of bibliographies for individual use or study groups, including the special provision of such services to parents, teachers, and others concerned with children and their development
- Instruction in the use of the library
- Exhibits, publicity, and booklists to stimulate reading.

Services to young people should include selected special collections and free and convenient access to and encouragement in the use of adult and juvenile collections.

The materials contained in a library system should include the following:

- Extensive coverage of subject materials
- Large reference collections including bound volumes or microfilms of periodicals in major subject fields
- Broadly representative collections of standard and classic authors
- Materials in foreign langauges where needed
- Materials for group work
- Commercial, industrial, agricultural, historical, and other materials relating to the region
- Audio-visual materials, which, in the case of films, should be supplied in most cases by membership in an inter-system film distribution circuit.

The acquisition and technical processing of the materials added to a system's collection should be centralized. These materials should be made available either in a central headquarters or within the system through an adequate central catalog, or other instrument of quick location. The materials of each system should be interchanged freely among all service outlets, and augmented as need arises by inter-library loan services.

A system in order to provide the basic services, should have librarians with professional training and specialized experience in each of the following fields:

- Administration
- Technical processes
- Adult reference and reader's advisory work

Young people's reference and reader's advisory work
Children's reference and reader's advisory work
Extension services.

The number and type of professional staff beyond these minimums will depend on the volume and character of work performed in the library's program, the size of area, and the density and types of population served. These additional librarians need not have previous specialized experience in order to meet the minimum standards.

Working with the professional staff, approximately twice as many other employees will be required to perform the important routine and supporting tasks in a library system.

STANDARDS OF LIBRARY UNITS

In order to provide the basic library services a library unit operating as a part of a library system should have:

A good collection of printed materials available for home use
A limited reference collection
A competent professional librarian and necessary clerical assistants on duty during the hours when the unit is open to the public
Services available to the public some part of five days a week, the hours and the days to be selected upon a basis of maximum potential use
Reasonably prompt access to all basic services of the system of which it is a part, augmented by inter-library loan service providing access to state materials.

The basic library unit within a system should provide from its stock immediately at hand:

Books of general current interest for all ages
Substantial stock of standard favorites
Basic materials in public affairs, family life, health, business, education, vocations, applied science, religion, and the arts
A selection of popular magazines
Basic reference and information tools
Materials on topics of major interest to the particular community served.

A basic library unit, either in a government-owned or rented building, should contain not less than 1,400 square feet and should house a book collection of at least 7,000 volumes. More important than the total number of volumes is provision for a process of systematically acquiring, under professional direction, a good selection of up-to-date and current materials in all subjects. A program of annual discarding of out-of-date materials should also be set up and maintained.

Except in unusual circumstances, it will not be practical to set up these units in communities serving a population of less than 7,500. In cities and other areas where larger populations exist, library administrators will

find it more practical to set up larger units than those conforming to the basic standards. Their basic units should usually contain 3,000 to 8,000 square feet or more. Such units require a staff of several professional librarians and adequate clerical help. Every library system should periodically review the number and size of its units to determine whether the population will be served more soundly by fewer and larger units.

In areas where sparseness of population, geographical conditions, or other factors make the maintenance of a basic library unit impractical, the nearest equivalent in service through smaller fixed and mobile type units should be maintained.

Before making an administrative choice between a number of fixed units or a bookmobile, careful appraisal should be made of the satisfaction which the group of individuals to be served can receive from each, as well as the maximum efficient use of the library's basic book stock and materials.

Where stationary service points smaller than the basic library units are indicated, they should be carefully planned and administered to assure library users the maximum service which circumstances permit. Book collections should be interesting and varied, with a balance between recreational reading and stimulating, informative, and educational materials. The collections should be constantly supplemented by up-to-date additions, and obsolete and worn-out books should be promptly weeded from the collection. Special request mailing or other delivery service should be maintained from headquarters on a frequent and regular basis.

The personnel in charge of these small units should be carefully trained and regularly supervised by the professional staff. All book selections should be under professional control, with consideration given to the suggestions and reports of the local worker in the unit.

Where bookmobile service is indicated, careful choice of locations for stops should be made and the bookmobile well stocked with a variety of materials to fit the needs of the groups served. Bookmobiles should carry not less than 1,200 books and offer the services of trained professional librarians. They should maintain a regular schedule of well-timed visits, and the visits should be of sufficient length and frequency to offer the area service that will approach, as nearly as possible, that of the basic unit.

The entire system's pool of materials should be readily available on inter-library loan. Station wagons, trucks, bookmobiles or passenger cars should be regularly scheduled for the exchange of materials and supplies, and for professional supervision and inspection. Adequate manuals clearly describing technical processes and policies should be available to each unit.

STANDARDS OF PERSONNEL

A professional librarian, as the term is employed in these standards, is one who possesses the general and special knowledge, skills and judgment called for in selecting, organizing, clarifying, bringing to focus for ready use, and promoting the use of, library materials of different types covering the whole range of recorded knowledge; and of administering the activities that will carry out the library's function. By their complexity

and the necessary exercise of personal judgment these tasks are distinguished from the rule-of-thumb procedures and routine skills characteristic of non-professional library operations.

At present, the basic professional librarian's knowledge and skill will be acquired through graduation from college and an accredited graduate professional library school. When certification is established in California, provision should be made for full certification of graduates of library schools formerly recognized. Provision should also be made in library personnel systems for according professional status in a particular library to persons who have acquired the requisite professional knowledge and skill by means other than graduation from a recognized professional library school.

Definition of library tasks and the qualifications and pay of staff members to perform specific tasks can be determined only by means of job analysis, classification and evaluation. The legal certification of professional librarians for the professional positions in California libraries can be successfully instituted only after such classification and evaluation of positions have been made generally in the public library systems of the state.

For the beginning levels of professional library positions, pay scales should be comparable to salaries received by members of other professions with similar qualifications and length of training, and with which library schools compete for recruits. Minimum salaries of beginning professional librarians should be uniform throughout the state. The salary of the top position as public library director should be comparable to those for other directorial positions of similar complexity and scope in the jurisdiction.

For all levels of positions between the beginning and the top professional positions the library salary scale should take into consideration the responsibilities and requirements of the job, the number of people supervised, the size and complexity of the library unit. The professional salary ladder should provide a regular progression from the bottom to the top position, without large gaps between any levels, and with not more than one step overlap in salary ranges.

The salary scale should provide for a series of increments within each salary range. The award of increments should be based on quality of service, and on professional growth through further education and other means, as well as on length of service.

It is essential that the entire library staff have continuing education through an organized program of in-service training. This may be carried on by and within a library system for its staff members, or in cooperation with the State Library, the library schools of the state, or the California Library Association and its regional districts working with the library systems and their staffs.

Work assigned to individual staff members should be according to levels of difficulty and responsibility, with professionally-trained librarians assigned to the professional tasks, clerically-trained persons to the clerical positions.

Usually, library employees, as municipal or county public servants, come under the general personnel provisions of the governmental jurisdiction in which they work. When this is the case, the clerical employees should be paid the wages prevailing in that governmental jurisdiction for the same or similar types of work. And when the public library non-professional employees bear uniform titles extending over the governmental jurisdiction generally, their compensation should be adjusted upward for night, Saturday, or holiday work, or other special conditions of library employment.

Provisions regarding vacations, sick leave, paid holidays, compulsory retirement with pay and other conditions of work are a part of the actual compensation of both professional and non-professional library personnel, and are essential for recruiting and holding well-qualified employees. In addition there is a need in the profession for periodic leaves to obtain intensive specialized training.

For those library units where working conditions have not been specified for all employees within the jurisdiction, the following minimum standards are given:

Hours: not to exceed a 40 hour work week.

Leaves: not less than two weeks annual vacation, and not less than two weeks annual sick leave which may be accumulated for an extended illness.

Retirement: membership in a retirement system with stated ages for voluntary and compulsory retirement.

STANDARDS OF MATERIALS

To carry out the total purposes of the public library, a collection of materials sufficient in number and variety to fulfill the modern public library's functions as defined above must be accessible to every resident of the state, either immediately through local service points, or on reasonably fast loan from a central reservoir. Library materials, as here defined, include books, pamphlets, documents, magazines, newspapers, maps, pictures, music, recordings, films, and the several media currently being developed to preserve and transmit print in compact form, such as microfilm and microprint.

The collection available must not only include the best materials of each type for the different groups, reading and age levels making up the state's population; but also must be constantly invigorated through the addition of new materials and the withdrawal of the obsolete and outworn.

It is the special duty of the public library to provide materials on controversial issues and, insofar as possible, to represent all shades of opinion in its collection.

Assuming that a library system will usually serve a population of 100,000 or more, its book collection should be supplemented by annual additions of approximately 5,000 individual book titles, and duplicates as needed.

The basic collection of periodicals for a system should include 200-300 periodicals currently purchased, with approximately 50% retained in back files.

The basic collection of newspapers for a library system should include a local paper, a regional paper, and a nationally-recognized indexed newspaper, retained in back files.

The basic film collection for a library system or inter-system circuit should consist of at least 100-150 separate titles selected for out-of-school use, with an annual purchase of at least 30 films, including 15 to 20 new titles.

The basic collection of music and non-music recordings within a library system should consist of at least 750 separate titles, with an annual purchase of at least 120 new titles, in addition to replacements.

Each library system should serve as a selective depository of state public documents and as a limited depository of Federal public documents. It should also collect and serve as a depository for documents issued by the municipal, county and other local government units within the area served by the system as a whole.

STANDARDS FOR ORGANIZATION AND PHYSICAL HANDLING OF MATERIALS FOR USE

Modern equipment and methods for the physical handling of materials should be employed in each library system. Technical processes, such as purchasing, classification, cataloging, and the preparation and maintenance of materials, should be centralized to permit the most effective and economical administrative control and direction.

Each system should keep up-to-date files on prices and sources of supply, and should establish a procedure of inspection of material received. It should purchase materials centrally under expert supervision. Book budgets should be so controlled and work so organized as to take full advantage of maximum discounts and to get materials from source to user in a minimum time.

Classifying and cataloging should be done as simply as is consistent with good modern service. Here, as in other fields of library service, personnel will be used most efficiently if professional librarians confine themselves to professional duties, such as classifying and assigning subject headings, and let clerical workers do the routine tasks of added copies, withdrawals, processing and typing. At least two clerical workers should be provided for each professional cataloger.

The circulation process, including issuance and clearance of materials borrowed, registration, reserve and overdue procedures, and maintaining circulation statistics, is better performed if treated as a clerical function and not confused in theory or in practice with professional advisory services.

Circulation and registration policies and procedures should permit a library user to borrow and return library materials anywhere in the library system. Where possible, agreements or contracts which guarantee

reciprocity of borrowing privileges should be made among library systems, to the end that all library resources are readily available throughout the state.

STANDARDS OF BUILDINGS AND EQUIPMENT

The site of a public library should be coordinated with general area planning. The building should be conveniently situated for service to the greatest number of people. There should be provision for future expansion and consideration given to adequate parking facilities.

All planning for library buildings should insure convenient service to the public, efficiency of operations, and flexibility to allow for future modifications to meet changing needs. To this end there should be, from the beginning, a competent and experienced architect working with the librarian and staff. A consulting architect and consulting librarian, both of whom have a background of successful modern library building, should be retained on all major projects.

The central or headquarters building for a public library system should be planned to house a comprehensive core collection of reference, reading, and other materials for direct public services, and to serve as a reservoir to supplement the materials in library units and service points affiliated with the system. The building should include adequate facilities for reference, circulation, reading, study, special services, extension, and group activities. It should provide adequate quarters for administration, processing and technical services, book stock and non-book storage, shipping, receiving, building maintenance, and staff facilities. Housing for mobile equipment, whether at central library or branch, should be provided adjacent to loading platforms.

The floor areas will vary with the nature and size of the core collection of materials, the degree of their concentration or disposition within the building, and the number of reading and other service areas.

Furniture and equipment for system libraries and other public library units should be functional, efficient, and aesthetically pleasing. Basic requirements for both furniture and equipment are determined by the needs of the library users and activities of the various departments. Appropriate engineering experts and librarians with special experience should be consulted, as well as the most recent technological literature in the field, when planning lighting, heating, air conditioning, acoustics, color, and intercommunication.

Bookmobiles should be planned to meet the standard specifications set by the American Library Association, but such specifications should be adapted to the diversified climate and topography of this state. This calls for specific analysis of road conditions and climate in relation to the vehicle's body specifications, insulation, heating, lighting, and air conditioning, as well as to the state and local fire and safety codes.

USES AND REVISION OF STANDARDS

These standards define the quality and quantity of personnel, materials, and equipment needed to provide basic public library services, in modern terms, to the people of California. It is anticipated that they will be found useful as criteria against which to measure present library services in the proposed survey of California libraries. The standards, used in connection with the Survey reports, will be found helpful to the California Library Association and the California State Library in planning a program for the development of public library service. They can also be used by individual libraries and groups of libraries in evaluating the adequacy of their service and in formulating their programs for presentation to governing bodies.

In order that the standards may have a continuing usefulness, it is essential that a procedure be set up whereby they may be kept in step with changing conditions and trends. It is proposed, therefore, that the California Library Association's Committee on Standards, together with members of the State Library staff designated by the State Librarian, constitute a joint standing committee to study the standards systematically and make revisions at least every five years.

The actual financial cost of these basic services will vary from one place to another and from year to year. It is important, therefore, for librarians and others making budget estimates and making plans for library development to have the standards translated into current costs. This needs to be done for the public library system that is seeking to meet the basic or minimum levels of service defined by the standards. It needs to be done in quite another way for the large number of public libraries in the state that are providing services in some or all respects above the minimums set here as standards. For these libraries, norms of actual expenditures for groups of libraries on different levels will set standards of good and of excellent services.

It is proposed, therefore, that the joint committee will be assigned the task of preparing annually and publishing in the State Library's *News Notes of California Libraries*, or elsewhere, data on current costs of library operations necessary to meet the basic standards. The State Library should prepare and publish the classified current expenditures of groups of public library systems in the state that exceed the basic or minimum levels.

1953 COSTS

As a first step in providing a translation of the standards of basic service into current costs for a library system performing such basic services only, the following approximate figures for the year 1953 are given:

Personnel

1. For beginning Junior Librarian with graduate professional training, $3,900 a year.
2. For heads of public library systems of approximately 100,000 population, $7,020-$8,520.

Materials

3. Unit cost of books: $2.50 per volume.
4. Unit cost of periodicals: $5.00 per volume for yearly subscription.
5. Unit cost of a newspaper subscription: $22.00 per year.
6. Unit cost of films: $100.00.
7. Unit cost of recordings: $5.00 per long-playing record.
8. Unit cost of binding: $1.50 per book, $4.00 per magazine.

Equipment

9. Unit cost of library building: $12-$20 per square foot.
10. Architect's fees in California cost 8% of the building cost.
11. Furniture and building equipment will cost 15% to 20% of the building cost; in the case of larger buildings the percentage may be less.

Bookmobiles

12. A small bookmobile to hold 1,200-1,800 volumes will cost $6,500-$7,300. A medium-sized bookmobile to hold 1,800-2,700 volumes will cost $7,300-$10,500. A large bookmobile to hold 2,700-5,500 volumes will cost $9,000-$15,000.
    Prices for all sizes will vary depending on design, volume capacity, and optional equipment.

Total Costs

The current total operating costs for a library system offering only the basic library services as defined by the standards, in terms of 1953 costs, will be approximately $212,000, divided roughly according to the following proportions:

Salaries	66%
Library materials	18%
Other expense	16%

The current total capital costs for building and equipping a library system vary so much with local conditions and organization of branch or affiliated library units that no uniformly applicable figure can be established.

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CITY OF DALY CITY
REGULAR MEETING CITY COUNCIL, MONDAY DECEMBER 12, 1955
MEETING 8:00 PM

A G E N D A

ROLL CALL:

MINUTES:

PUBLIC:

COMMUNICATIONS:

1. Letter: William Lagomarsino & Co re: MacReady Property
2. Letter: Office of the Mayor - Long Beach, California
3. Letter: Nelda O. Nocita re: Traffic problem Olympic Section - Westlake
4. Letter: Daly City Chamber of Commerce re: Off-street parking
5. Letter: Daly City Civil Service Employees Assoc re: John Haley
6. Letter: County of San Mateo Health Deptartment re: Report on Sanitation Inspection
7. Letter: Pacffic Eire Rating Bureau
8. Letter: San Mateo County Free Library: re cost of Library operation
9. Letter: Wayne Carr - Library Commission 8 PM next Monday with council Dec 19/55

HEARING:

UNFINISHED BUSINESS:

1. National Electrical Code

RESOLUTION:

1. Approval of Agreement between Lagomarsino & City of Daly City.

NEW BUSINESS:

1. Payment of bills

ORDINANCES:

MOTION:

CIAIM:

ADJOURN:

December 12, 1955

Mr. Howard I. Stites
City Manager
City of Daly City
Daly City, California

Dear Mr. Stites:

The Daly City Library Commission at a special meeting at the home of Dr. Farber on Sunday, December 11th, voted unanimously to recommend to the Council a motion not to withdraw from the County library system until completion of the following:

1. A site for the Westlake Branch Library must be obtained and acquired by the City prior to the withdrawal date.

2. Building must be completed and equipped prior to the expiration of the current contract.

3. The present book stock of 10,000 volumes must be increased to a minimum of 15,000 volumes in order to stock two library units. There is no personnel available in the County or City Library to handle this load before July 1, 1956.

4. To open the Westlake Branch the City will have to appropriate money for the following:

   a. $22,000.00 for the cost of land
   b. $15,000.00 to buy 5,000 books to stock the Westlake Branch
   c. $5,000.00 to equip the building with tables, chairs, desks, typewriters, charging desk, charging machine, card catalog and other furniture exclusive of book stacks. This totals $42,000.00 plus whatever down payment is necessary to buy the building.

5. A minimum annual operating budget of $65,000.00 must be assured.

Out of concern for the provision of adequate library service for Daly City residents, the Commission offers the following facts for careful consideration:

A. 1. If the Branch were operated cooperatively with the County, the annual cost to the City would be as follows:

Monthly payment for building	$14,000.00
Janitorial service	2,500.00
Utilities	1,500.00
Total	$18,000.00

2. If the Branch were operated independently by the City, the annual cost to the City would be as follows:

Salaries for 1 branch librarian, 1 cataloger, 2 clericals	$15,000.00
Monthly payments for building	14,000.00
Utilities	1,500.00
Binding	1,000.00
Janitorial service	2,500.00
Total	$34,000.00

B. If the Branch were operated cooperatively with the County, the City would not have to appropriate $15,000.00 to set up the initial book collection in Westlake and the $5,000.00 to equip the new branch. This would be a net saving of $20,000.00.

C. If the Branch were operated cooperatively with the County, there would be an additional saving of $5,100.00 which would be necessary to replace the County collection of 1,700 volumes. Among these are four sets of encyclopedias.

In summation, cooperative City and County operation of the Branch would involve a $25,000.00 saving.

Respectfully submitted,

WAYNE CARR
President, Library Commission

MW/pjc

c/c Members of City Council

COUNTY OF SAN MATEO

VIRGINIA L. ROSS
COUNTY LIBRARIAN

San Mateo County Free Library

842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMERSON 6-5711, EXT. 229

December 8, 1955

The Council, City of Daly City
Daly City, California

Sirs:

I am enclosing for your information some data relative to costs of library operation.

The news item in the Record of Dec. 1, 1955, concerning the contemplated withdrawal of the City of Daly City from the County Library System, seems to indicate that there is a need for clarification of the costs of library operation, particularly as they pertain to library service in an expanding area where the establishment of branch library facilities must be anticipated.

I am sure the citizens of Daly City will commend your efforts to achieve more efficient library service for Daly City residents. However, I hope that this will not lead to a curtailment of library service in the name of economy.

Very truly yours,

Virginia L. Ross
County Librarian

VLR:j

cc--Daly City Library Commission

COMPARISON OF LIBRARY COSTS

rvices now supplied by County Library		Services which Daly City would have to supply to maintain present level of service, without County Library affiliation.	
rvice	Cost (1955-56)[1]	Service	Cost (1 year)
laries	$ 5,544	Salaries	$ 5,544
terials & Supplies Supplies .... $235 Periodicals ..... 150 Charging Machine... 50 $435	435	Materials & Supplies	400
nding	500	Binding	500
cNaughton Rental Books 167 new titles @ $1.86 per book	248	To purchase 167 new titles @ $3.00 per book	501
ookmobile Service in Westlake	5,000	Westlake Branch[2] Rent $ 1500 Books, 5000 @ $3.00 per book 15,000 Materials & Supplies 375 Periodicals . $150 Supplies .... 175 Chg. Mach. .. 50 Equipment 6000 Salary 7220 4 p-t staff to cover 30 hrs. per week Total $30,095	30,095
eader Service Access to County Library book stock (115,000 vol.); supplying and rotating County books and periodicals and providing general reference service. Total expend. (26,374) distributed on basis of proportionate share of books shipped and special requests processed for branch locations. (Daly City 2.8%)	732	Replacement of County Library Book stock at Daly City - 1700 books @ $3.00 per book. (This book stock includes 4 sets of encyclopedias and many technical books.)	5,100
ataloging of books purchased by Daly City @ 94¢ per book -- est. 2500 books cataloged	2,350	Salary of Cataloging staff:[3] Cataloger .... $4000 2 clerical .... 3216 each (estimated work load 9700 vol. 1st year)	10,432
		Supplies and Cataloging tools Wilson $125 Other 200	325
hnical Service: Selecting, cataloging, processing and repair of County book stock. Estimate County will purchase 10,000 vols. this year. Charge distributed on basis of books housed at various branch locations. (Daly City 2.8%)	1,292		
Service to Daly City residents thru Colma Branch	1,165		
General Service - General Admin. services of County Library	750		
Total	$18,016[4]	Total	$52,897

See next page for explanatory notes.

Explanatory Notes:

1. These costs are based on an expenditure analysis made by the County Manager's Administrative Analyst. Some items of cost are based on use of services. In figuring 1955/56 costs, these items have been figured on the basis of use made of these services by Daly City in 1954/55. It is possible that Daly City's use of these services might increase in 1955/56.

2. Estimates for Westlake Branch represent minimum requirements for book stock, equipment and staff. Estimated Staff:

1 Librarian, 30 hrs. per week at $1.97 per hr.
1 Assistant, 30 hrs. per week at $1.55 per hr.
1 Assistant, 15 hrs. per week at $1.55 per hr.
1 Page, 10 hrs. per week at $1.00 per hr.

3. Daly City book stock of 9,473 volumes would be inadequate to stock a branch library in addition to the main library; therefore to start a branch it would be necessary to purchase, catalog, and process the book stock for the branch library in addition to replacement purchases and normal annual acquisitions. This would necessitate a heavy work load for the first year. If the branch were started with an initial 5,000 volume book stock, it would doubtless have to be considerably expanded in future years. Acquisitions would probably be maintained at a minimum of 5,000 volumes. Data relative to cataloging staff required to catalog estimated acquisitions are based on current library practice as reported in library literature.

4. County Library budget for 1955/56 includes $14,949 which was requested for book stock, equipment and staff for 6 months operation of a Westlake Branch. This money would have been made available to Daly City in addition to services itemized on preceding page, making a total expenditure of $30,465 of County Library Funds in Daly City:

County Library Service in Daly City	$18,016
County Library Expenditures for Westlake Branch	14,949
	32,965
Less 6 months Bookmobile Service (Bookmobile replaced by Branch)	2,500
	$30,465

The following data regarding other Peninsula Libraries may be of interest:

Library	Population	Total Book Stock	No. of Books Added 1953-54	Cataloging Personnel	Annual Book# Budget 1953-54	Total Budget 1953-54	No. of Branch Libraries
Daly City	30,000*	9,473	1,227	--	3,685	32,992##	--
South S.F.	29,115**	34,890	3,515	1½***	9,144	31,839	--
Burlingame	19,886	94,946	5,785	2	10,677	49,281	1
San Bruno	15,623**	24,475	2,576	1***	5,004	23,860	--
San Mateo	52,309**	82,673	7,947	2	12,937	97,270	2
Redwood City	34,325**	54,185	4,278	3½	10,136	88,295	1
Palo Alto	25,475	112,547	6,103	4½	13,569	113,803	2

* Estimate from Office of Daly City City Clerk
** Latest Special Census
\# Includes periodicals and books
City of Daly City: 18,443
County Library 14,549
32,992
*** Estimated full time equivalent of several part time personnel.

Southeast

Between

Lynnwood &

Crestwood

on South side

DALY CITY, CALIFORNIA

BUDGET - FISCAL YEAR 1954 - 1955

SUMMARY OF BUDGET APPROPRIATION

Expense Account Number		Budget Approved by City Council
21 - CITY LIBRARY MAINTENANCE FUND:		
1	Salaries	$6,925.00
2	Materials and supplies	250.00
3	Insurance	200.00
8	Repairs to buildings	350.00
9	Telephone and postage	175.00
10	Gas, electricity and power	300.00
12	Janitor service	2,035.00
14	Stationery, printing, office supplies and expense	275.00
16	Dues and meetings	200.00
34	Books and binding	5,000.00
35	Periodicals	350.00
52	Equipment	800.00
	Total	$16,860.00

from county 460
12
5520
6925
$ 12445 total salaries

845
12
10140

January 28, 1955

COUNTY LIBRARY EXPENDITURES FOR DALY CITY LIBRARY, 1954/55
(Estimated to End of Year)

Total County Library Budget (exclusive of County Librarians salary) . . . . . $ 176,016.00

County Library tax paid by Daly City (tax rate $ .072 per $100) . . . $ 17,358.00
Daly City pays 9.8% of total County Library Budget

Direct Expenditures at Daly City

Salary	$ 5544.00	
Books at Branch 1661 @ $2.50 per book equals $4152.50 @ 10 year depreciation.	415.25	
Periodicals (Including Wilson Publications - $67)	120.50	
Bindery (actual to January 1955, $250.26)	400.00	
Cataloging and Processing 1900 volumes (estimated) @ 70¢ per book ($1330) (763 books cataloged thru January 1955, $3000 still to be spent in Daly City book budget).	1330.00	
Supplies	250.00	
Charging Machine Rental	50.00	
Bookmobile Service to Westlake Average monthly circulation - 600 per month 7200 per year @ 21¢ per circulation	1512.00	
TOTAL OF DIRECT EXPENDITURES AT DALY CITY		$ 9621.75

Indirect Services 7414.46

Indirect services received through maintenance of County Library (salaries and retirement deduction of Headquarters personnel, exclusive of bookmobile staff and County Librarian, rent of Headquarters building). Daly City's share of this amount is 9.8% or $7414.46.

Salaries	$ 70,865.00
Rent	4,800.00
	$ 75,665.00

TOTAL DIRECT EXPENDITURES AND INDIRECT SERVICES $17,036.21

ANALYSIS OF COUNTY LIBRARY EXPENDITURES FOR DALY CITY LIBRARY

Direct Expenditures at Daly City

Salary - $440 per month		$ 5,280.00
Books at Branch - 1658 @ $2.50 per book $7145 @ 10 year depreciation		714.50
Periodicals		
Astounding Science Fiction	$ 3.50	
Colliers	3.50	
Consumers Reports	5.00	
Ladies Home Journal	3.50	
Saturday Evening Post	6.00	
Library Journal	5.00	
Publisher's Weekly	5.00	
Booklist	6.00	
Field & Stream	3.00	
Flying	4.00	
Holiday	5.00	
Wilson Publications		
Reference Shelf	7.00	
Cumulative Book Index	16.00	
Current Biography	4.00	
Current Biography Year Book	6.00	
Reader's Guide	15.00	
Wilson Bulletin	2.00	100.00
Bindery		373.00
Cataloging & Processing new books 1200 books @ 70¢ per book (56¢ for cataloging - 14¢ for processing)		840.00
Furniture -		
Magazine Rack $225.00		
Picture Book Insert 15.00		
240.00 @ 20 year depreciation		12.00
Supplies		
Magazine plastic binders and plastic covers	60.00	
1000 Identification Cards (numbered)	27.40	
1000 Identification Cards (without numbers	15.50	
10,000 Book Cards	39.00	
2,000 Reserve Postals	60.00	
1,000 Date Due Cards	12.00	
3000 Catalog Cards	10.60	
1,000 Shelf List Cards	8.50	
Date Plates	10.00	
4 rolls Acetate Fiber Tape	16.00	
Miscellaneous Supplies (Request Slips, Bridge Stamp, Fine Record Slips)	25.00	284.00

ANALY SIS OF COUNTY LIBRARY EXPENDITURES FOR DALY CITY LIBRARY

Charging Machine Rental 50.00

Bookmobile Service at Westlake
Average circulation 500 per month - 6000 per year
@ 26¢ per circulation 1560.00

Indirect Services 6163.78

Indirect services received through maintenance of County Library (salaries and retirement deduction of Headquarters personnel, rent of Headquarters building). Daly City's share of this amount is 8.8% or $6163.78.

Salary	$63,178.00
Retirement	4,215.00
Rent	3,900.00
	$71,293.00

(Explanatory Statement for Indirect Services)

Professional supervision, advice and assistance of:

Assistant County Librarian
Supervising Branch Librarian
Catalog & Order Librarian
Reference Librarian-assistance on reference questions, handling details of borrowing state and inter-library loans
Services of Children's Librariand in story hours, talks to clubs and schools
In-service training conducted by above personnel
Maintence of financial and other records, purchasing of supplies

Access to County Library's resources -- 97,000 volumes

Note:

61 Daly City residents use County Library Branch at Colma, no charge has been made against Daly City for this service.

From Chula Vista,
Calif. Star
4-22-54

LIBRARY FINANCING PLAN SAID TO BE FIRST OF ITS KIND IN SAN DIEGO COUNTY

****

Chula Vista's proposed $168,000 library, with construction slated to begin within 90 to 120 days, will be financed with a system never before used in San Diego County, Win Kinmore, president of the library board, told a representative of the Chula Vista Star in an interview early this week.

The lease-option to buy system, Kinmore explained, was first used in the east where it was found to be sound and Los Angeles and San Francisco were the first cities to employ it in California. Now the state has taken action for buildings using the same financing.

The City Council last week gave their official stamp of approval on the plan for the city library. They agreed to the lease purchase agreement with the firm of Hobart-Topper, Inc., whereby the city leases the land to the corporation, which in turn builds the building and leases both the library and the land back to the city at a monthly rental fee of $982.17 per month. After 24 years the city holds the right to purchase the land and the building at an appraisal figure based on a 30-year depreciation of the building with the appraisal price to be paid off during the twenty-fifth year.

Winmore said the advantages of such a financing plan were many. He said that if the city built the library from funds already on hand, the many new residents moving into Chula Vista, who would use the facility, would not pay for it, but those residents who had been here before the building was constructed would pay the entire cost.

"This sysyem is also more feasable than a bond issue, " Kinmore said. He cited the advantage of only one concern handling the planning, architects, construction and financing of the entire project.

The library board chairman pointed out that under existing prices for construction of public building, schools, under a bond issue, rung about $16 to $18 per square foot. "With this system of financing," he said, "the library will cost approximately $12 per square foot for construction."

He said now that the City Council and the library board have given their stamp of approval on the project and the contracts are let subject to approval of the finance company actual construction of the new library, to be located adjacent to the city hall in the civic center, should get under way in from three to four months.

Kinmore told the Star representative that the idea for a financing system of this type for the new library first came to him after he had talked to the library board chairman of Los

Angeles. He sent data on the plan to Kinmore, who in turn worked it out with the local library board and several attorneys. Before any definite action was taken, however, the local board first got rulings on the system from the office of the State League of Municipalities. The report from that office said the entire system was well qualified and had been proven in other areas throughout the state, so the local board went ahead with their plans.

Kinmore said C. W. Will, Chief Administrative Officer of Los Angeles County, was very enthusiastic about the system and has indicated that many needed county buildings in that area may be financed the same way. It was also reported that the city of San Diego is now considering several buildings under the same plan.

Kinmore listed several other cities who have also used the system successfully. He said libraries in Long Beach and Los Angeles, municipal buildings in San Francisco and Long Beach, and structures in Fresno, Bakersfield and other California cities have used the system successfully. Eastern cities are now studying the possibilities of using the same financing plan for their schools.

In further explaining the system Kinmore said, "The lease purchase plan provides a way of getting municipal buildings without the expense of bond issues and does not jeopardise the credit for future bonding for things that the city may require such as water, sewers, paving and sidewalks." He explained that the latter items cannot be financed through the lease-purchase system.

"The cost," he said, "is figured at a rental or lease basis at a straight five per cent and the cost under present assessed valuation is about four and one half cents per $100. As valuation increases, the rate will naturally go down," he said.

The new building will face north on the Mall, a new street that will be constructed through the Civic Center property. The new structure will have 14,345 square feet of floor space, with about 12,000 feet under the roof. An area of 728 square feet will be walled in as an outdoor reading room. Plans also call for a 798 square foot porch as well as a mezzanine on the main floor of the library measuring 819 square feet.

Shelves on the main supporting walls will be included in the overall cost, Kinmore said, and shelves from the old building will also be used. He added that they would have to buy additional shelving.

Parking facilities, too, will be ample, according to plans revealed by Kinmore. A paved lot for 16 cars has been provided and an additional area of 75X125 feet will also be used for parking purposes. The building will be constructed so that an additional 6,000 square feet of floor space may be added at a later date, if it is needed.

DALY CITY PUBLIC LIBRARY

Financial Report

Date: February 9, 1955

Figures obtained from the City Clerk's office February 8, 1955

For period up to and including December 31, 1954

Salaries	$ 4,764.50
Materials and supplies	82.57
Insurance	30.09
Repairs to buildings	5.38
Telephone and postage	79.77
Gas, electricity and power	223.09
Janitor service	608.24
Stationery, printing, office supplies and expense	139.84
Dues and meetings	157.36
Books and binding	1,594.57
Periodicals	180.55
Equipment	1,409.36

Total amount expended December 31, 1954 (date) $ 9,275.32

Balance unexpended January 1, 1955 (date) $ 7,584.68

D. Cunningham & Associates

QUOTATION

Metal stacks

Right side of library:

Right rear wall: 1 range, 3 sections, 2 ends

" side " 1 " 4 " 1 end

" " " 1 " 4 " 1 " ---- $405.44

" front " 6'1 " 5 " 1 " ---- $175.58

293.51 695.95

Left side of library:

1 range 3 sections, 1 end $117.93

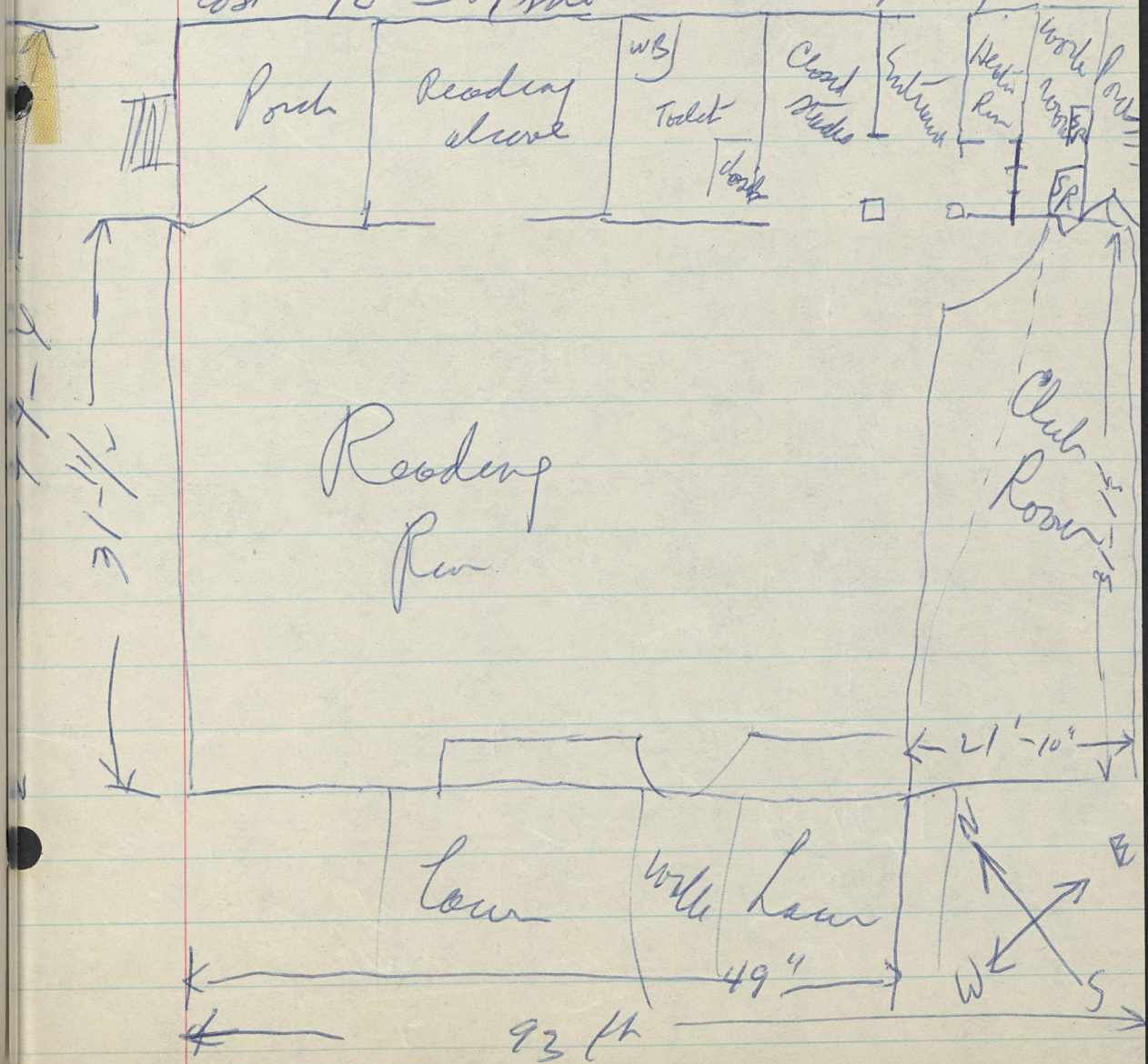
Prices are delivered and installed
Plus sales tax

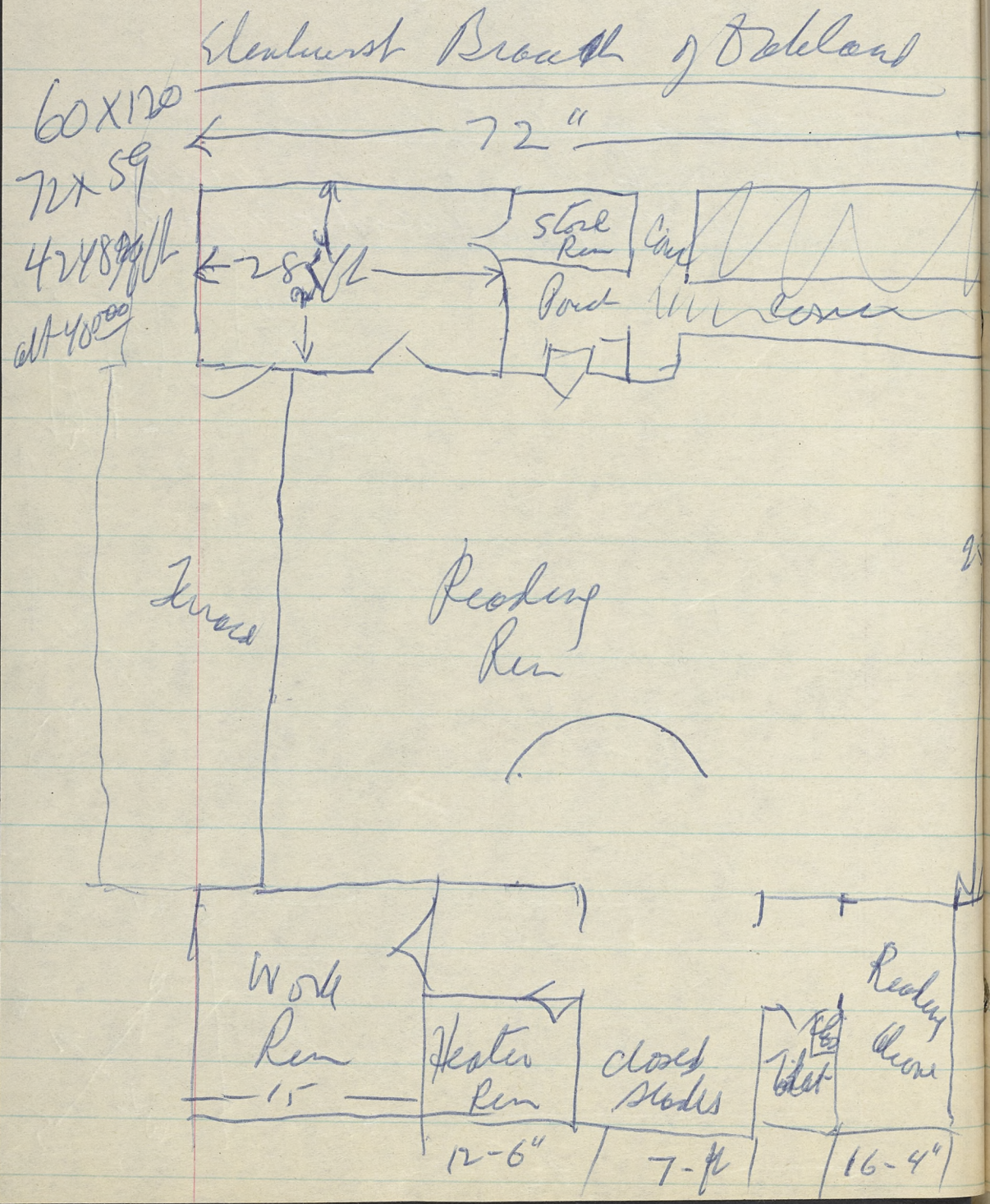
1381.93
698.95
2080.68

Library Layouts

Lakeview Branch, Oakland

500 books) 4092 sq ft floor area 44x93
cost 40,000 (site no cost as in park)




Glenhurst Branch of Oakland
60 X 120
72"
72 X 59
28"
Store Room
Counter
Book
Entrance
Reading Room
Work Room
15'
Heater Room
closed Stacks
Toilet
Reading Room
12-6"
7-ft
16-4"

PRELIMINARY PLANS FOR THE PROPOSED WESTLAKE BRANCH LIBRARY

SITE

The site must be level, and rectangular, ~~and suitable for future expansion.~~ The site to accommodate a building ~~with maximum expansion~~ of 5,000 square feet of interior floor area which would ultimately house 25,000 volumes. ~~The present plan is to utilize approximately 3,600 sq. ft. of floor area immediately.~~ A building of this size would take care of the ~~immediate needs~~ of the Westlake reading population. The site should be reasonably free from noise--a sub-shopping section is desirable.

BUILDING

The building to face north or east on the site having no southwest exposure in the main reading and reference room; good ventilation, low ceilings, light according to library standards, radiant heat, linoleum floor covering, adequate louvers. All windows should allow for 6'10" wall shelving on back and front of building, ~~east and west side suitable for picture windows which could be moved when expansion becomes necessary.~~

INTERIOR

The main necessary units are: adult reading and reference room and stack area, children's and young people's room, work and staff room, librarian's office, meeting and conference room, janitor's quarters, storage area, staff lavatories.

No solid wall partitions except in meeting room, janitor's quarters, staff room and rest rooms. Work room and librarian's office to be part wood and part glass to allow for full visibility of charging desk area and main reading room. The door from rear of building to open to work room area to allow for adequate loading and unloading of books, etc. The meeting, ~~and~~ children's and conference rooms to have two entrances allowing it to be closed off from the rest of the library and used after library hours.

No public toilets--this is the trend throughout California in the new library buildings.

The following figures are recommended for consideration:

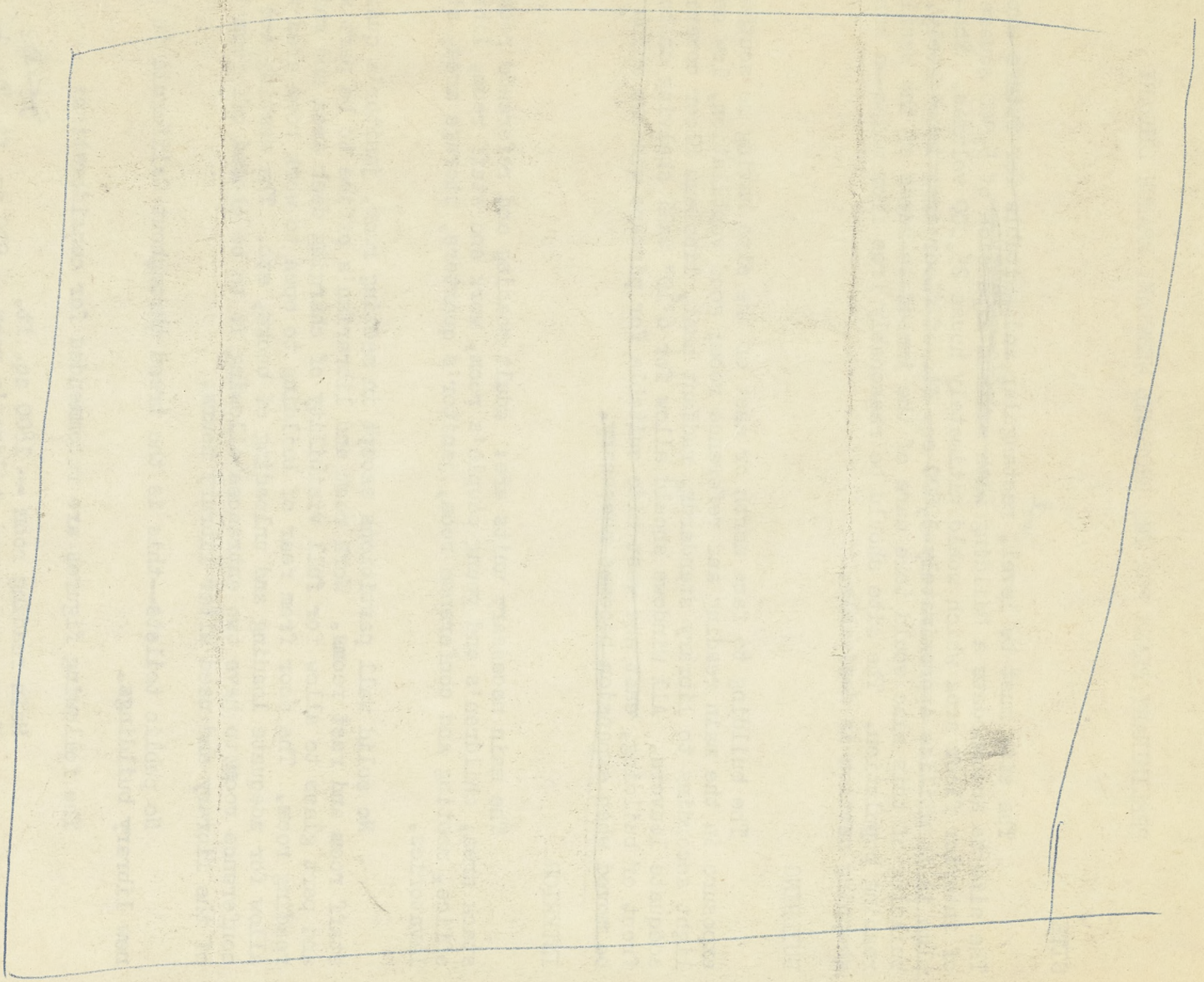
Main reading room -- 1800 sq. ft.	~~30 x 60~~ 60 x 40	2400
Young adults and children's room -- 900 sq. ft.	~~30 x 30~~ 60 x 15	900
Work room and storage area -- 252 sq. ft.	~~20~~ 20 x 20	400
Staff room -- 144 sq. ft.	12 x 12	144
Librarian's office -- 144 sq. ft.	12 x 12	144
Janitor's quarters -- 30 sq. ft.	~~10 x 10~~	~~100~~
Meeting and conference room -- 340 sq. ft.	20 x 17	840
2 rest rooms -- 36 sq. ft. each	6 x 6	72

Any definitely specific details are impossible at this time pending further study, research, and consultations between the architect, librarian, and library ~~consultants.~~ Commission.

5000
4160
840

84
5
420
210
42

120
7
840



PRELIMINARY OUTLINE FOR THE PROPOSED WESTLAKE BRANCH LIBRARY

It is understood that all definite building plans for exterior and interior construction are subject to the approval of the Daly City Library Commission.

SITE:

The site must be level and retangular. The site is to accomodate a building of 5000 square feet of interior floor area, which would ultimately house 25,000 volumes. A building of this size would serve the immediate and future needs of the present Westlake reading population. The site should be reasonably free from noise, a sub-shopping section is desirable.

BUILDING:

The building to face north or east on the site having no southwest exposure in the main reading and reference rooms; good ventilation, low ceilings, light according to library standard, radiant heat, linoleum floor covering, adequate louvers. All windows should allow for 6'10" wall shelving on back and front of building.

INTERIOR:

The main necessary units are: Adult reading and reference room and stack area, children's and young people's room, work and staff room, librarian's office, meeting and conference room, janitor's quarters, storage area, staff lavatories.

No solid wall partitions except in meeting room, janitor's quarters, staff room and rest rooms. Work room and librarian's office to be part wood and part glass to allow for full visibility of charging desk area and main reading room. The door from rear of building to open to work room area to allow for adequate loading and unloading of books, etc. The meeting and children's rooms to have two entrances, allowing them to be closed off from the rest of the library, when necessary. No public toilets--this is the trend throughout California in the new library buildings.

The following figures are recommended for consideration:

Main reading room -- 2400 sq. ft.
Young adults and children's room -- 900 sq. ft.
Work room and storage area -- 400 sq. ft.
Staff room -- 144 sq. ft.
Librarian's office -- 144 sq. ft.
Janitor's quarters and furnace room -- 100 sq. ft.
Meeting and conference room -- 840 sq. ft.
2 rest rooms -- 36 sq. ft. each

Further details will be furnished following additional study, research and consultation between the architect and the library commission.

Expansion

	Current	Request			County
1	6,925.00	8500.00	✓	1575	5544.00
2	250.00	400.00	✓	150 ✓	
3	200.00	400.00	✓	200 ✓	
7	—	250.00	✓	250 ✓	
8	350.00	~~17,350.00~~ 350.00	✓	175 ✓	
9	175.00	350.00	✓		
10	300.00	1200.00	✓	900	
12	2,035.00	4,500.00	✓	2465 ✓	
14	275.00	350.00	✓	75 ✓	
16	200.00	300.00	✓	100	
34	5,000.00	9,000.00	✓	2000.	
35	350.00	400.00	✓	50.	
39	—	~~7,800.00~~			650. per month
4	—	12,000.00	✓	purchasing	Lot for main library
52	800.00	3,500.00	✓	2500.	

17,000.00 Addition to Main Library

7800.00 Rent on Westlake Branch 650.00 per month

66.500
31 500

2500.00
29000
31 00000
75.000

PROPOSED BUDGET FOR THE DALY CITY PUBLIC LIBRARY
Fiscal Year 1955-1956

PART I
MAINTENANCE OF MAIN LIBRARY

Expense a/c number	Current Budget	Requested for New Budget	
1. Salaries	$6,925.00	$8,500.00	(1)
2. Materials and supplies	250.00	250.00	
3. Insurance	200.00	200.00	
7. Repairs to equipment	------	250.00	
8. Repairs to buildings	350.00	350.00	
9. Telephone and postage	175.00	175.00	
10. Utilities	300.00	300.00	
12. Janitorial service	2,035.00	2,035.00	
14. Stationery, printing office supplies and expense	275.00	275.00	
16. Dues and meetings	200.00	300.00	
34. Books and binding	5,000.00	7,000.00	(2)
35. Periodicals	350.00	350.00	
52. Equipment	800.00	1,000.00	(3)
Totals	$16,860.00	$20,985.00	

(1) The increase in salaries is to cover the salary for the new permanent junior librarian and other salary adjustments and increases which must be made if properly qualified and experienced personnel are to be attracted to our system. Qualified, experienced, library personnel are not plentiful and competition is very keen so salaries offered must be comparable to those offered by other libraries of the same size throughout the state.

(2) Increase in the book item is to continue the expansion and improvement of the present small collection.

(3) The equipment increase is to cover such purchases as the desk for the children's librarian, folding curtain to divide off children's room for the weekly story-telling hour and regular class visits and instruction periods.

PROPOSED BUDGET FOR THE DALY CITY PUBLIC LIBRARY
Fiscal Year 1955-1956

PART II
EXPANSION OF MAIN LIBRARY

Expense	Requested for new budget
Purchase of lot adjoining main library from John Dell	$12,000.00 (1)
Addition to present building	17,000.00 (2)
	$29,000.00

(1) The lot recommended for purchase which is immediately adjacent to the library would be a valuable piece of property for the city to acquire and could be used to expand the present main library facilities to provide greatly enlarged area which would give much more adequate service to the community. We have been informed that $12,000.00 is the asking price, but the owner might take less. This purchase is necessary at this time as once this property is sold we will never again have the chance to bid for it. This is the only property which will allow expansion of the present library which is critically needed.

(2) The addition includes building on to the two sides at the back to complete the rectangle of the present site to extend the rear section of the library to utilize the full extent of the present property.

PROPOSED BUDGET FOR THE DALY CITY PUBLIC LIBRARY
Fiscal Year 1955-1956

PART III
PROJECTED WESTLAKE BRANCH OF THE DALY CITY MAIN LIBRARY

Expense a/c number		Requested for new budget
2.	Materials and supplies	$150.00
3.	Insurance	200.00
9.	Telephone and postage	175.00
10.	Utilities	900.00
12.	Janitorial service	2,465.00
14.	Stationery, printing, etc.	75.00
34.	Books and binding	2,000.00 (1)
35.	Periodicals	50.00
39.	Rent on building	7,800.00 (2)
52.	Equipment	2,500.00 (3)
	Total	$16,315.00

(1) The book item is to supplement the core stock that the county will provide and the children's collection that the Westlake P.T.A. has donated.

(2) The rent item is part of the lease-purchase plan and it is estimated that it will be no higher than $650 per month. Specific information will be supplied following the study by the Doelger Corp. of preliminary building plans which were submitted by the Commission to Mr. Kendree at a special meeting with him on March 25, 1955.

(3) The equipment is an initial capital outlay to spplement the basic equipment which the county will furnish, and any other items that may prove to be necessary for a new building's operation.

The Daly City Library Commission feels it is imperative to take advantage of the county funds which will be available for the fiscal year 1955-1956. In order to do this the proposed branch in Westlake must be realized within the next fiscal year. The budget request which has been submitted to the County Board of Supervisors by Virginia Ross, County Librarian for the Westlake Branch is as follows:

Salaries	$5,250.00
Books (for purchase of new books)	7,500.00
Periodicals(incl. Wilson Publications)	200.00
Library Furniture	2,624.00
Shelving	3,000.00
Typewriter	170.00
	$18,744.00

SUMMARY

PROPOSED BUDGET FOR THE DALY CITY PUBLIC LIBRARY
Fiscal Year 1955-1956

Part I	Main library maintenance	$20,985.00
Part II	Main library expansion	29,000.00
Part III	Westlake Branch of main library	16,315.00
		$66,300.00

Of the total, Part II represents an expense which will not recur in the near future, but is part of the "growing pains" of a small city becoming a bigger one.

Of Part III, the $2,500.00 for equipment represents a major expense which will not be recurring or will only be a minor item for quite some time.

Therefore, of the total budget for this year, $31,500.00 is a non-recurring expense for this year only and $35,000.00 represents the amount which will be recurring.

Daly City, California
Budget Report

7414
4078
5446
16937

Library Department

July 1 - August 31, 1955

Description	Appropriation	Expenditures	Obligations	Unencumbered Balance
SALARIES	$ 14,978.00	$ 2,192.71	$	$ 12,785.29
EXPENSES	24,392.00	408.38	446.81	23,536.81
Materials & Supplies	400.00	2.32		397.68
Insurance	400.00	8.80		391.20
Equipment Repairs	100.00			100.00
Building Repairs	250.00	.52		249.48
Telephone & Postage	150.00	20.44		129.56
Utilities	550.00	73.85		476.15
Stationery, Printing	350.00	96.71		253.29
Dues & Conferences	300.00			300.00
Books & Bindings	5,000.00	91.74	446.81	4,461.45
Periodicals	400.00	14.00		386.00
County Services	4,078.00			4,078.00
County Overhead	7,414.00			7,414.00
Westlake Branch	5,000.00	100.00		4,900.00
CAPITAL OUTLAY	1,000.00			1,000.00
Equipment	1,000.00			1,000.00
TOTAL	$ 40,370.00	$ 2,601.09	$ 446.81	$ 37,322.10

21

29000

DALY CITY PUBLIC LIBRARY

Financial Report

Date: April 12, 1955

Figures obtained from the City Clerk's office April 12, 1955

For period up to and including March 31, 1955

Salaries	$ 7,405.85
Materials and supplies	101.06
Insurance	252.88
Repairs to buildings	5.38
Telephone and postage	110.43
Gas, electricity and power	388.67
Janitor service	963.05
Stationery, printing, office supplies and expense	223.53
Dues and meetings	174.36
Books and binding	2,824.03
Periodicals	292.82
Equipment	1,409.36
Total amount expended 3/31/55 (date)	$ 14,151.42
Balance unexpended , 3/31/55 (date)	$ 2,708.58

CIRCULATION REPORT
Daly City Public Library
October, 1955

NEW MEMBERS:

Adults	123
Juvenile	97
Total	220

REREGISTRATIONS:

Adults	36
Juvenile	33
Total	69

Fines	$87.96
Lost books	1.00
Total	$88.96

CIRCULATION:

Adult Fiction (city)	1,495
Adult Fiction (county)	466
Adult Non-fiction (city)	1,019
Adult Non-fiction (county)	217
Juvenile (city)	2,789
Juvenile (county)	352
McNaughton titles (new service from county)	120
Periodicals	471
Pamphlets	32
Pocket books	27
	6,988

Days open -- 25
Reference 450

Patricia J. Clark
Librarian

c/c
Hanselman
Westgaard
Keith
Farber

CIRCULATION REPORT
Daly City Public Library
September, 1955

NEW MEMBERS:

Adults	60
Juvenile	18
Total	78

REREGISTRATIONS:

Adults	21
Juvenile	7
Total	28

Fines	$88.29
Lost books	2.25
Total	$90.54

CIRCULATION:

Adult Fiction (city)	1,516
Adult Fiction (county)	480
Adult non-fiction (city)	846
Adult non-fiction (county)	205
Juvenile (city)	2,017
Juvenile (county)	249
Periodicals	381
Pamphlets	10
Pocket books	17
Total Circulation	5,721

Days open -- 26
Reference-309

c/c
Hanselman
Westgaard
Keith
Farber

Lorraine Rollandi
Librarian.

CIRCULATION REPORT
Daly City Public Library
August, 1955

NEW MEMBERS:

	Adults	61
Westlake	"	1
	Juvenile	59
Westlake	"	17
	Total	138

REREGISTRATIONS:

Adults	23
Juvenile	7
Total	30

Fines	$77.27
Lost Books	6.25
Total	$83.52

CIRCULATION:

	Adult Fiction (city)	1,711
	Adult Fiction (county)	182
	Adult Non-fiction (city)	910
	Adult Non-fiction (county)	175
	Juvenile (city)	2,207
	Juvenile (county)	261
Westlake Branch	Juvenile (city)	128
	Juvenile (county)	116
	Periodicals	459
	Pamphlets	28
	Pocket Books	33
	Total Circulation	6,810

Days open — 26
Reference — 268

c/c Hanselman
Westgaard
Keith
Farber

Lorraine Rollandi
Librarian

CIRCULATION REPORT
Daly City Public Library
July, 1955

NEW MEMBERS:

	Adults	81
Westlake	"	3
	Juvenile	63
Westlake	"	75
	Total	222

REREGISTRATIONS:

Adults	20
Juvenile	24
Total	44

Fines	$67.13
Lost Books (two)	4.20
Total	$71.33

CIRCULATION:

	Adult Fiction (City)	1,551
	Adult Fiction (County)	455
	Adult Non-Fiction (City)	644
	Adult Non-Fiction (County)	156
	Juvenile (City)	1,924
	Juvenile (County)	240
Westlake Branch	Juvenile (City)	455
	Juvenile (County)	176
	Periodicals	403
	Pamphlets	8
	Pocket Books	58
	Total Circulation	6,060

Days open — 25
Reference — 156

c/c Hanselman
Westgaard
Keith
Farber ✓

Lorraine Rollandi
Librarian

CIRCULATION REPORT
Daly City Public Library
June, 1955

NEW MEMBERS:

Adults	56
Juvenile	67
Total	123

REREGISTRATIONS:

Adults	24
Juvenile	21
Total	45

Fines $83.45

CIRCULATION:

Adult Fiction (City)		1,616
Adult Fiction (County)		593
Adult Non-Fiction (City)		857
Adult Non-Fiction (County)		184
Juvenile (City)		2,757
Juvenile (County)		347
Periodicals		408
Pamphlets		37
Pocket Books		43
	Total Circulation	6,842

Days open -- 26
Reference-- 363

c/c
Hanselman
Westgaard
Keith
Farber

Lorraine Rollandi
Librarian

CIRCULATION REPORT
Daly City Public Library
May, 1955

NEW MEMBERS:

Adults	68
Juvenile	30
Total	98

REREGISTRATIONS:

Adults	33
Juvenile	17
Total	50

Fines $96.15

CIRCULATION:

Adult Fiction (City)	1,404
Adult Fiction (County)	115
Adult Non-Fiction (city)	937
Adult Non-Fiction (County)	169
Juvenile (City)	2,301
Juvenile (County)	224
Periodicals	446
Pamphlets	57
Pocket Books	76
Total Circulation	6,029

Days open -- 25

Reference -- 419

c/c

Hanselman
Westgaard
Keith
Farber

Lorraine Rollandi
Librarian

CIRCULATION REPORT
Daly City Public Library
April, 1955

NEW MEMBERS:

Adults	70
Juvenile	62
Total	132

REREGISTRATIONS:

Adults	9
Juvenile	19
Total	28

Fines	$95.29
Lost Books	2.75
Total	$98.04

CIRCULATION:

Adult Fiction (City)	1,472
Adult Fiction (county)	334
Adult Non-Fiction (city)	933
Adult Non-Fiction (county)	176
Juvenile (city)	2,431
Juvenile (county)	209
Periodicals	502
Pamphlets	32
Pocket books	74
Total Circulation	6,163

Days open -- 26

Reference -- 450

c/c
Hanselman
Westgaard
Keith
Farber

CIRCULATION REPORT
Daly City Public Library
March, 1955

NEW MEMBERS:

Adults	73
Juvenile	52
Total	125

REREGISTRATIONS:

Adults	24
Juvenile	26
Total	50

Fines	$87.78
Lost books	2.00
Total	$89.78

CIRCULATION:

Adult Fiction (City)	1,711
Adult Fiction (county)	352
Adult Non-Fiction (city)	1,159
Adult Non-Fiction (county)	222
Juvenile (city)	2,908
Juvenile (county)	213
Periodicals	608
Pamphlets	68
Pocket books	30
Total Circulation	7,301

Books on display ——— 120

Days Open — 27
Reference — 587

Lorraine Rollandi
Librarian

c/c
Hanselman
Westgaard
Keith
Farber

CIRCULATION REPORT
Daly City Public Library
February, 1955

NEW MEMBERS:

Adults	72
Juvenile	61
Total	133

REREGISTRATIONS:

Adults	23
Juvenile	29
Total	52

Fines	$64.59
Lost Books	2.83
Total	$67.42

CIRCULATION:

Adult Fiction (City)	1,309
Adult Fiction (county)	212
Adult Non-fiction (city)	950
Adult Non-fiction (county)	178
Juvenile (city)	2,313
Juvenile (county)	246
Periodicals	447
Pamphlets	24

Reference -- 452
Days open -- 22

Total Circulation 5,679

Lorraine Rollandi
Librarian

cc
Hanselman
Westgaard
Keith
Farber

CIRCULATION REPORT
Daly City Library
December, 1954

NEW MEMBERS:

Adults	46
Juvenile	50
Total	96

REREGISTRATIONS:

Adults	18
Juvenile	32
Total	50

Fines	$69.29
Lost Books	4.90
Total	$74.19

CIRCULATION:

Adult Fiction (city)	1,290
Adult Fiction (county)	363
Adult Non-Fiction (city)	790
Adult Non-Fiction (county)	144
Juvenile (city)	1,693
Juvenile (county)	156
Periodicals	343
Pamphlets	50
Total Circulation	4,829

Reference	506
Days Open	24

Lorraine Rollandi
Librarian

c/c
Maude Hanselman
Margo Westgaard
Jane Keith
Lionel Farber

CIRCULATION REPORT
Daly City Library
November, 1954

NEW MEMBERS:

Adults	66
Juvenile	73
Total	118

REREGISTRATIONS:

Adults	11
Juvenile	35
Total	46

Fines	$88.05
Lost Books	1.95
Total	$90.00

CIRCULATION:

Adult Fiction (city)	1,411
Adult Fiction (county)	386
Adult Non-Fiction (city)	912
Adult Non-Fiction (county)	184
Juvenile (city)	2,373
Juvenile (county)	299
Periodicals	410
Pamphlets	39
Total Circulation	6,014

Reference 556

Days Open 23

Lorraine Rollandi
Librarian

cc
Maude Henselman
Margo Westgaard
Jane Keith
Lionel Farber

CIRCULATION BREAKDOWN NOVEMBER 1954

MONDAYS ----------1,305 volumes outgoing

TUESDAYS ----------1,035 "

WEDNESDAYS ----------1,023 "

THURSDAYS ---------- 670 "

FRIDAYS ---------- 932 "

SATURDAYS ---------- 600 "

CIRCULATION REPORT
Daly City Library
October, 1954

NEW MEMBERS:

Adults	57
Juvenile	61
Total	118

REREGISTRATIONS:

Adults	20
Juvenile	30
Total	50

Fines	$65.07
Lost Books	6.00
Total	$71.07

CIRCULATION:

Adult Fiction (city)	1,452
Adult Fiction (county)	333
Adult Non-Fiction (city)	799
Adult Non-Fiction (county)	189
Juvenile (city)	1,923
Juvenile (county)	231
Periodicals	457
Pamphlets	14
Total Circulation	5,398

Days open -- 25

Reference -- 465

Lorraine Rollandi
Librarian

cc
Maude Hanselman
Margo Westgaard
Jane Keith
Lionel Farber

DALY CITY PUBLIC LIBRARY

Report for August
1954

New Members:

Adults	42
Juvenile	30
Total	72

Reregistrations:

Adults	11
Juvenile	25
Total	36

Fines $61.59

Circulation:

Adult Fiction (City)	1466
Adult Fiction (County)	421
Adult Non-fiction (city)	680
Adult Non-fiction (county)	129
Juvenile (city)	1908
Juvenile (county)	236
Periodicals	479
Pamphlets	15
Total Circulation	5,334

Days Open - 26

Lorraine Rollandi
Librarian

c/cto:
Maude Hanselman
Margo Westgaard
Jane Keith
Lionel Farber

DALY CITY PUBLIC LIBRARY

Report for July, 1954

New Members:

Adults	57
Juvenile	63
Total	120

Reregistrations:

Adults	8
Juvenile	16
Total	24

Fines	$76.94
Adult Fiction (City)	1,472
Adult Fiction (County)	480
Adult Non-Fiction (City)	635
Adult Non-fiction (County)	149
Juvenile (City)	1,850
Juvenile (County)	224
Periodicals	449
Pamphlets	10
Pictures	2
Total Circulation	5,271

Days Open - 26

Lorraine Rollandi
Librarian

c/c to:
Maude Hanselman
Margo Westgaard
Jane Keith
Lionel Farber

Report on part-time help employed at the library for the period July 1, 1953 through June 30, 1954:

Cecil Saarinen	$ 170.78
Rosamond Plummer	791.83
Jane Keith	76.70
Velma Yule	752.50

Total expenditure for part-time help fiscal year 1953-1954:

	$ 170.78
	791.83
	76.70
	752.50
TOTAL	$1,791.81

September 13, 1954

Mr. Wayne Carr
President, Library Commission
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I am enclosing the time schedules for the part-time library help for the period August 7, 1954 through September 8, 1954.

A claim for these hours was submitted to the City Clerk's office on September 10, 1954.

Yours very truly,

Lorraine Rollandi
Librarian

Enclosure

cc
Hanselman
Westgaard
Keith
Farber

TIME SCHEDULES

Rose Plummer

Aug.	7, 1954	4 hours
	9	5
	10	5
	11	6
	12	4
	13	6
	14	4
	16	7
	17	5
	18	5
	31	3
Sept.	1	3
	2	3
	3	1
	7	3
	8	5
Total hours		69

Velma Yule

Aug.	7, 1954	5 hours
	9	8
	10	7
	11	6½
	12	7
	13	5
	14	4
	16	7
	17	7½
	18	5
	19	6
	20	7
	21	5
	23	5½
	24	7
	25	7
	26	7
	28	5
	30	6
	31	5
Sept.	1, 1954	4
	2	7
	3	3
	4	5
	7	3
	8	5
Total hours		149½

October 23, 1954

Mr. Wayne Carr
President, Library Commission
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I am enclosing the time schedules for the part-time library help for the period September 10, 1954 through October 8, 1954.

A claim for these hours was submitted to the City Clerk's office on October 11, 1954.

Yours very truly,

Lorraine Rollandi
Librarian

Enclosure

cc
Westgaard
Hanselman
Keith
Farber

TIME SCHEDULES

Rose Plummer

Sept.	10, 1954	5	hours
	13	5	"
	14	4	"
	15	6	"
	16	4	"
	17	2	"
	20	6	"
	21	4	"
	22	4½	"
	23	4	"
	27	6	"
	28	4	"
	29	4	"
	30	6	"
Oct.	4	6	"
	5	4	"
	6	3	"
	7	5	"
total		82½	hours

Velma Yule

Sept.	10, 1954	7	hours
	11	5	"
	13	6	"
	14	7	"
	15	7	"
	16	3	"
	17	5	"
	18	5	"
	20	8	"
	21	6	"
	22	7	"
	23	7½	"
	24	4	"
	25	5	"
	27	7½	"
	28	6½	"
	29	6	"
Oct.	1	6½	"
	2	5½	"
	4	6½	"
	5	6½	"
	6	7	"
	8	6	"
Total		140½	hours

November 17, 1954

Mr. Wayne Carr
President, Library Commission
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I am enclosing the time schedules for the part-time library help for the period October 9, 1954 through November 6, 1954.

A claim for these hours was submitted to the City Clerk's office on November 8, 1954.

Yours very truly,

Lorraine Rollandi
Librarian

Enclosure

c/c
Westgaard
Honselman
Keith
Farber

TIME SCHEDULES

Velma Yule

Oct.	9	6 hours
	11	7 "
	13	8 "
	14	8 "
	15	6 "
	16	5 "
	18	7½ "
	19	7 "
	20	7 "
	22	6½ "
	23	5 "
	25	7 "
	26	6½ "
	27	6½ "
	28	3 "
	29	6½ "
Nov.	1	8 "
	3	8 "
	4	7 "
	5	5 "
	6	7½ "
Total		138 hours

Rose Plummer

Oct.	11	6 hours
	18	6 "
	19	4 "
	20	6 "
	21	7½ "
	25	7½ "
	26	4 "
	27	4 "
	28	3 "
	30	4 "
Nov.	1	5 "
	3	4 "
	4	6 "
Total		67 hours

January 20, 1955

Mr. Wayne Carr
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I have listed below the time schedules for the part-time library help for the period December 6, 1954 through January 5, 1955. A claim for these hours was submitted to the City Clerk's office on January 8, 1955.

Rose Plummer		Velma Yule	
Dec. 6, 1954	4 hours	Dec. 6, 1954	7½ hours
8	5 "	7	7½ "
9	7 "	8	7 "
13	6 "	9	5 "
14	4 "	10	7½ "
15	3 "	11	6 "
16	2 "	13	7 "
17	5 "	14	7 "
18	5 "	15	7 "
20	6 "	16	5 "
21	4 "	17	6½ "
22	2 "	18	6½ "
23	3 "	20	7 "
Jan. 3, 1955	4 "	21	7 "
		22	5½ "
		23	5½ "
	60 hours total	27	8 "
		28	7 "
		29	5 "
		30	6 "
		31	6 "
		Jan. 3, 1955	7½ "
		4	6½ "
		5	7 "
		Total	157½ hours

cc
Hanselman
Westgaard
Keith
Farber

Yours very truly,

Lorraine Rollandi
Librarian

March 2, 1955

Mr. Wayne Carr
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I have listed below the time schedules for the part-time library help for the period January 6, 1955 through February 5, 1955. A claim for these hours was submitted to the City Clerk's office on February 7, 1955.

Rose Plummer

1/6/55	2 hours
10	4 "
11	4 "
12	4 "
13	4 "
31	4 "
2/1/55	5 "
2	4 "
3	6 "
4	3 "
Total	40 hours

Velma Yule

1/6/55	6 hours
7	7 "
8	5 "
10	7½ "
11	7½ "
12	7 "
13	4½ "
14	6½ "
15	5 "
17	7 "
18	7 "
19	7 "
20	6½ "
21	7 "
22	5 "
24	6 "
25	7 "
26	7 "
27	3 "
28	6 "
29	5 "
31	7 "
1	7 "
2	7 "
3	7½ "
4	5 "
5	5 "
Total	168 hours

cc
Hanselman
Westgaard
Keith
Farber

Lorraine Rollandi, Librarian

March 29, 1955

Mr. Wayne Carr
531 Hillside Blvd.
Daly City, California

I have listed below the time schedules for the part-time library help for the period February 7, 1955 through March 5, 1955. A claim for these hours was submitted to the City Clerk's office on March 7, 1955.

	Rose Plummer		Velma Yule	
2/7/55	6	hours	7½	hours
8	5	"	7	"
9	5	"	7	"
10	6	"	7	"
11	6	"	7	"
14	4	"	7	"
15	6	"	7	"
16	4	"	7½	"
17	6	"	7	"
18	3	"	7	"
21	5	"	7	"
23	6	"	7½	"
24	3½	"	7	"
25	3	"	7	"
28	4½	"	6	"
3/1/55	6	"	5	"
2	4	"	7½	"
3	4	"	7	"
4	3	"	7	"
			7½	"
			7	"
			7½	"
			7	"
			5	"
Total	90	hours	151½	hours

Sincerely yours,

Lorraine Rollandi
Librarian

CC
Hanselman, westgaard, Keith, Farber

May 2, 1955

Mr. Wayne Carr
531 Hillsdie Blvd.
Daly City, Calif.

Dear Mr. Carr:

I have listed below the time schedules for the part-time library help for the period March 7, 1955 through April 5, 1955. A claim for these hours was submitted to the City Clerk's office on April 8, 1955.

	Rose Plummer	Velma Yule
3/7/55	0 hours	8 hours
8	6	7
9	4	7½
10	4½	7
11	3	7½
12	0	5
14	4	7½
15	6	7½
16	6½	7
17	3	7
18	4	7½
19	0	5
21	4	7½
22	4	7
23	6	7
24	3	7
25	6	7
26	0	5
28	6	7½
29	6	7½
30	4	7½
31	4	7½
4/1/55	3	7
2	0	5
4	3	7½
5	7	5
Total	97 hours	178½ hours

Lorraine Rollandi

c/c Hanselman, Westgaard
Keith, Farber

May 17, 1955

Mr. Wayne Carr
531 Hillside Blvd.
Daly City, Calif.

Dear Mr. Carr:

I have listed below the time schedules for the part-time library help for the period April 6, 1955 through May 5, 1955. A claim for these hours was submitted to the City Clerk's office on May 9, 1955.

	Rose Plummer	Velma Yule
4/6/55	3½ hours	7 hours
7	4	7
8	4½	4
9	0	5
11	4	7
12	5½	7
13	4	7
14	3	7½
15	3	5
16	0	5
18	4	7
19	6	4½
20	5	7
21	6	7
22	4	5
23	2	5
25	5	7
26	4	5
27	7	7½
28	2	5
29	4	5
30	4	5
5/2/55	3½	7½
3	6	7½
4	4	7½
5	2	4½
	99½ hours	150½ hours

C/c Hanselman, Westgaard,
Farber, Keith

Lorraine Rollandi
Librarian

June 20, 1955

TO: Wayne Carr, President of the Daly City Library Commission

FROM: Daly City Public Library

Subject: Time Schedules--Part-time help

I have listed below the time schedules for the part-time library help for the period May 6, 1955 through June 7, 1955. A claim for these hours was submitted to the City Clerk's office on June 8, 1955.

Rose Plummer

6/6/55	3 hours
9	4 "
10	6 "
11	4 "
12	3 "
13	3 "
16	6 "
17	4 "
18	4 "
19	3 "
20	4 "
23	4 "
24	6 "
25	4 "
26	3 "
27	4 "
31	6 "
7/1/55	4 "
2	4 "
3	3 "
6	4 "
7	6 "

92 hours total

Velma Yule

5/6/55	6 hours
7	5 "
9	7½ "
10	6 "
11	7½
12	7
13	5 "
14	5 "
16	5½ "
17	7½ "
18	7½ "
19	6 "
20	4 "
21	6 "
23	7½ "
24	5 "
25	7 "
26	6 "
27	5 "
28	6 "
31	7½ "
6/1/55	7 "
2	7½ "
3	5 "
4	6 "
6	7 "
7	6½ "

168½ hours total

C/c
Hanselman, Farber, Keith
Westgaard,

July 20, 1955

TO: Mr. Wayne Carr, President Library Commission

FROM: Daly City Public Library

SUBJECT: Time Schedules--Part-time help

I have listed below the time schedules for the part-time library help for the period June 8, 1955 through July 5, 1955. A claim for these hours was submitted to the City Clerk's office on July 6, 1955.

Rose Plummer		Velma Yule		Doris Rohe	
6/8/55	4 hrs.	6/8/55	8 hrs.	6/28/55	6 hours
9	6 "	9	7½ "	29	6 "
10	3½ "	10	5 "	30	6 "
13	6½ "	11	6 "	7/1/55	5 "
14	3 "	13	7 "	5	6 "
15	4 "	14	7½ "		
16	4 "	15	5 "		
17	3 "	16	7½ "	Total	29 hours
20	3½ "	17	4 "		
21	6 "	18	6 "		
22	3 "	20	7½ "		
23	4 "	21	6 "		
24	5 "	22	7½ "		
27	6 "	23	5 "		
28	4 "	24	7½ "		
29	5 "	25	6 "		
30	5½ "	27	7½ "		
7/1/55	4 "	28	6 "		
2	3½ "	29	7½ "		
5	4 "	7/1/55	4 "		
		6/30/55	5 "		
Total	87½ hours	Total	133 hours		

c/c
Hanselman
Farber
Keith
Westgaard

October 18, 1955

TO: Mr. Wayne Carr, President, Library Commission

FROM: Daly City Public Library

SUBJECT: Time Schedules--Part-time help

I have listed below the time schedules for the part-time library help for the period September 7, 1955 through October 10, 1955. A claim for these hours was submitted to the city clerk's office on October 11, 1955.

Velma Yule

9/7/55	4½	hours
8	6	"
10	7	"
12	6½	"
13	6	"
14	6	"
15	3½	"
16	5½	"
17	6	"
19	6	"
20	3	"
21	7	"
22	5½	"
23	6	"
24	6	"
26	4	"
27	6½	"
28	6	"
29	5	"
30	4	"
10/1/55	6	"
10	6	"

122 hours

Rose Plummer

9/26	5½	hours
27	4	"
28	5	"
29	4	"
30	3½	"
10/1	0	"
3	4	"
4	3½	"
5	4	"
6	6½	"
7	5	"
10	4	"

49 hours

Lawrence Walker

9/28	3	hours
29	3	"
10/3	3	"
4	3	"
5	3	"
6	2	"
10	3	"

20 hours

C/c Hanselman,
Farber
Keith
Westgaard

August 11, 1955

TO: Mr. Wayne Carr, President Library Commission

FROM: Daly City Public Library

SUBJECT: Time Schecules--Part-time help

I have listed below the time schedules for the part-time library help for the period July 6, 1955 through August 2, 1955. A claim for these hours was submitted to the City Clerk's office on August 3, 1955.

Rose Plummer		Velma Yule		Doris Rehe	
7/6/55	3 hrs.	7/6/55 to 7/15/55		7/6/55	6 hrs.
7	3½	vacation		7	5
8	4	7/18/55	5 hr.	8	5
9	4	19	5	11	6
11	4	20	7½	12	6
12	4	21	5	13	6
13	3	22	4	14	4
14	2½	23	6	15	5
15	4	25	4	18	5
18	4	26	4	19	5
19	4	8/2/55	3	20	5
20	0			21	4
21	1		43½ hrs.	22	4
22	4			23	0
23	2			25	5
25	4			26	5
26	4			27	6
27	2			28	5
28	3			29	5
29	6			8/1/55	5
30	4			2	5
8/1/55	4				
2	4				102 hrs.
	78 hours				

c/c
Hanselman
Farber
Keith
Westgaard

August 11, 1922

Mr. Wayne Carr, Broadmoor Dictionary Commission

TO:

Daly City Public Library

FROM:

Time Specialties--Part-time help

SUBJECT:

I have listed below the time scheduled for the part-time library help for the period July 9, 1922 through August 5, 1922. A claim for these hours was submitted to the City Clerk's office on August 7, 1922.

Name	Date	Hours
Doris Bahe	7/9/22	9 hrs.
	8	11
	11	2
	12	2½
	13	2 hrs.
Verna Kyle	7/9/22 to 7/22/22	3½ hrs.
	8	4
	9	4
	10	4
	11	4
	12	4
	13	4
	14	4
	15	4
	16	4
	17	4
	18	4
	19	4
	20	4
	21	4
	22	4
	23	4
	24	4
	25	4
	26	4
	27	4
	28	4
	29	4
	30	4
	31	4
	8/1/22	4
	2	4
	3	4
	4	4
	5	4
	6	4
	7	4
	8	4
	9	4
	10	4
	11	4
	12	4
	13	4
	14	4
	15	4
	16	4
	17	4
	18	4
	19	4
	20	4
	21	4
	22	4
	23	4
	24	4
	25	4
	26	4
	27	4
	28	4
	29	4
	30	4
	31	4
	8/1/22	4
	2	4
	3	4
	4	4
	5	4
Base Plummer, Jeweler		8½ hours
		101 hrs.

c/c
Hansel Musman
R. Taylor
Keith
Westgard
Brassard

September 26, 1955

TO: Mr. Wayne Carr, President Library Commission

FROM: Daly City Public Library

SUBJECT: Time Schedules--Part-time help

I have listed below the time schedules for the part-time library help for the period August 3, 1955 through September 6, 1955. A claim for these hours was submitted to the City Clerk's office on September 7, 1955.

	Rose Plummer	Velma Yule	Doris Rehe
8/3/55	0 hours	3½ hours	5 hours
4	4½	4	5
5	4	3	3
6	4	4½	0
8	4	3	5
9	4	3	5
10	0	3	5
11	5½	4½	5
12	4	3½	3
13	4	4	0
15	4	3	6
16	4	3	6
17	0	4	5
18	4	4	3½
19	4	3½	4
20	4	4½	0
22	2½	4½	5
23	3½	4	5½
24	2	3½	5½
25	5	4	2½
26	4	4	3½
27	4	4½	0
29	3	3½	5½
30	3½	3½	5½
31	0	4	5½
9/1/55	4	5	4
2	4½	4	0
3	3½	4½	0
6	0	3½	0
	93½ hours	110½ hours	103 hours

c/c Hanselman, Farber, Keith
Westgaard

December 31, 1954

Mr. Wayne Carr
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I am enclosing the time schedules for the part-time library help for the period November 8, 1954 through December 4, 1954.

A claim for these hours was submitted to the City Clerk's office on December 6, 1954.

Yours very truly,

Lorraine Rollandi
Librarian

cc
Maude Hanselman
Margo Westgaard
Jane Keith
Lionel Farber

TIME SCHEDULES

Rose Plummer

Nov. 8	6 hours
9	4 "
10	2 "
12	2 "
13	2 "
15	7 "
16	6 "
17	4 "
18	3 "
22	6 "
23	2 "
24	2½ "
26	3 "
27	4 "
29	6 "
30	4 "
Dec. 1	4 "
2	6 "
Total	73½ hours

Nov. 8	8 hours
9	8 "
10	8 "
12	6"
13	5 "
15	6 "
16	7 "
17	7 "
18	4 "
19	7½ "
20	5 "
22	8 "
23	7½ "
24	8 "
26	7½ "
27	5½ "
29	7 "
30	5½ "
Dec. 1	7 "
2	4½ "
3	6 "
4	5 "
Total	143 hours

SUMMARY OF MEETING of the GOLDEN GATE DISTRICT

CALIFORNIA LIBRARY ASSOCIATION

Saturday, April 30, 1955, Vallejo, Calif.

John D. Henderson, Chairman, A.L.A. Intellectual Freedom Committee, reported on the situation in the national scene. He mentioned responsibilities of librarians and other associated personnel in maintaining and working for intellectual freedom. Mentioned problems in Houston and San Antonion, Texas, in Scarsdale, N.Y. and pointed out their relationship to the Pasadena and to the Bartlesville, Oklahoma situations of a few years back.

Dr. Frederick Mosher, Chairman, C.L.A. Intellectual Freedom Committee, next spoke on the California Scene with respect to the problem. He briefly mentioned the Salinas and Marin incidents and dealt at little more length with the rather serious situations in Los Angeles.

Mr. Edmund Thomas, member of Board of Trustees of Tamalpais-Drake High School District, related the experiences of his Board on a recent problem in book censorship. The censorship group prepared a statement with the disputed passages taken out of context from the 13 books in question and arranged in sentences as if they were taken directly from the books. He told of the investigations made and of the positive stand taken by the Board against the censorship group to retain all the books in the school library.

Mr. Howard Samuelson, Librarian of the Salinas Public Libraries, then told of his experiences with one Library trustee wishing to stop the purchase of H.G. Wells' Outline of History, a book by Bertrand Russell, and Kinsey's recent books on Sex Habits of the American Female. After investigation and discussion the rest of the Board voted to purchase these books.

The main speaker of the morning session was Mr. Victor G. Rosenblum, Assistant Prof. of Political Science, University of California. He talked about certain aspects of intellectual freedom in the United States and the general picture. He discussed three recent Supreme Court decisions regarding censorship. One was the case of Esquire magazine and its ban of post office facilities by former Postmaster General Hannigan. Another was the ban on the distribution of the motion picture The Miracle by the New York State Board. The Third case was that of evidence obtained illegally by wire-tapping a L.A. bookmaker. All of these were decided by the Supreme Court in favor of the defendant against censorship. He stated that the picture was not as black as local events would indicate, but that a full awareness of the situation and knowledge as to the methods of the enemies of democracy must be maintained. He stated that the Committee on Intellectual Freedom could rightly be called the Committee against Unamerican Activities. He also discussed at some length the question of controversial issues and how they may affect our lives and our activities.

Following a well prepared lunch and some talks by Mrs. Zimmerman, President of C.L.A. and others, those present separated into study sessions.

The trustees first attended a session, convened by Mrs. Yokum, Chairman of the Trustees Section of the C.L.A., dealing with trustees, their problems, how to meet them and similar questions. The Daly City Library Board had the largest representation, with South San Francisco, Burlingame, Oakland, Mill Valley and Vallejo also present. At the request of Mrs. Yokum, Mr. Carr, Chairman of the Daly City Library Commission, agreed to try and stimulate the various Library Boards in the Golden Gate District to be more active.

Following the ending of this session, the remainder of the session of study group #2 was attended. The subject for this group, convened by Mrs. Mohr of the San Francisco Library Board, was the delegation of responsibility for book selection to the professional library staff, operating within the framework of policies adopted by the library's governing board. It was generally agreed that "The selection of materials is a professional duty and is the responsibility of the professional library staff. Ultimate responsibility for selection of materials, and for their presence in the library, rests in the head librarian, operating within the framework of policies adopted by the library's governing board".

At the session for the trustees, it was mentioned by Mrs. Yokum that it seems to be the opinion and belief of experts on government that lay boards are a thing of the past and not of the future. If such boards for Libraries are to continue to exist and function, the trustees of such boards must organize to act cooperatively, to be fully aware of their responsibilities, the limits of their authority and to develop means to acquaint the public, whom they represent, with the situation and to defend their position.

Lionel Farber

TO: Parents

FROM: Daly City Public Library

SUBJECT: Summer Branch Program

Some of the books purchased with the Westlake Carnival Funds will be processed in time for use this summer. Books will be circulated from Kindergarten Room 14 in the Westlake School beginning on July 1, 1955 and ending August 30, 1955.

Days open ------ Tuesdays and Fridays

Time ------ 1:30 P. M. to 4:30 P. M.

Books will be available for pre-school, elementary, junior high, and teen-age groups.

Bookmobile stop as usual on Monday from 3:30 to 5:30 and 6:00 to 8:00.

Be sure to bring Daly City Library cards. New juvenile registrations require a parent's signature.

DALY CITY PUBLIC LIBRARY
6351 Mission Street

SUMMER READING SUGGESTIONS FOR THIRD AND FOURTH GRADE READERS

Outdoor Adventure

Surprise for a Cowboy	Bulla
Buffalo Bill	d'Aulaire
Whitey Takes a Trip	Rounds
John's Backyard Camp	Renick
Out to Win	Bonner

Boys and Girls

Mouseknees	White
Betsy and the Circus	Haywood
Bright April	De Angeli
Ginny and Geneva	Woolley
Peanuts for Billy Ben	Lenski
Tagalong Tooloo	Sayers

Other Places and Other Times

Treasure in the Little Trunk	Orton
The Wonderful Fashion Doll	Bannon
Peachblossom	Lattimore
Journey to Ankara	Darling
Drusilla	Brock
Caroline and her Kettle Named Maud	Mason
Bears on Hemlock Mountain	Dalgliesh

Make Believe Stories

Read to Yourself Storybook	Child Study Ass'n.
East O' the Sun and West O' the Moon	Thorne-Thomsen
Cinderella	Brown
Dick Whittington and his Cat	Brown
Shoemaker's Apron	Fillmore
Aesop's Fables, illus. by Palazzo	
Stuart Little	White
Piebald Princess	Payne

Animal Stories

Beano, the Circus Dog	Watson
Tough Enough	Carroll
Wilderness Pup	Johnson
Hop, Skip and Fly	Eberle
Mr. Petersand's Cats	Slobodkin
Wonder World of Ants	Bronson
True Zoo Stories	Bridges
Blind Colt	Rounds

DALY CITY PUBLIC LIBRARY
6351 Mission Street

SUMMER READING SUGGESTIONS FOR FIFTH AND SIXTH GRADE READERS

Mystery and Adventure

House of the Swan	Coatsworth
Holly Hotel	Dunlop
The Invisible Island	Marshall
The Three Owls	Robertson
The Secret Garden	Burnett
Dark Treasure	Chastain
Tornado Jones	Dick

Fun and Nonsense

Freddy and the Men from Mars	Brooks
Just So Stories	Kipling
Alphonse, that Bearded One	Carlson
Once the Hodja	Kelsey
Centerburg Tales	McClosky
Time to Laugh	Fenner

Pioneer Tales

Kit Carson, Mountain Man	Bell
Winter Danger	Steele
Johnny Texas on the San Antonio Road	Hoff
Children of the Covered Wagon	Carr
Hideaway House	DeLeeuw

Animal Stories

Yipe	Malcolmsen
Misty of Chincoteague	Henry
Horses, Horses, Horses	Fenner
Laurie	Clapp
The Story of Seraphina	White
Little Vic	Gates
Haunt Fox	Kjelgaard
Ring Neck	Hinkle
The Lobster Books	Hatch

Hard to Believe

Charlotte's Web	White
Paul Bunyan Swings his Axe	McCormick
Pepper and Salt	Pyle
Wonderful Flight to the Mushroom Planet	Cameron
The Silver Curlew	Farjeon
Pecos Bill and Lightning	Peck
At the Back of the North Wind	MacDonald
Mary Poppins Opens the Door	Travers

Library Club meets Thursday mornings at 10:00 A. M.
June 30 through July 28

DALY CITY PUBLIC LIBRARY
6351 Mission Street

SUMMER READING SUGGESTIONS FOR JUNIOR HIGH READERS

Young Novels and Romance

Watch for a Tall White Sail	Bell
Mountain Girl	Fox
Bright Island	Robinson
The Year of Jubilo	Sawyer
Daddy-Long-Legs	Webster
Rowan Farm	Benary-Isbert

Science Fiction

Farmer in the Sky	Heinlein
The Angry Planet	Cross
Lodestar, Rocket Ship to Mars	Branley
Star Rangers	Norton
Out of the Silent Planet	Lewis

Hobbies and Special Interests

First Book of Photography	Hoke
Design and Sew	Karasz
How to Make a Home Nature Museum	Brown
Ballet for Beginners	Draper
Make it and Ride it	Maginley
Making your Model Railroad	Hertz
First Book of Jazz	Hughes

Horses, Dogs, Wild Animals

National Velvet	Bagnold
My Friend Flicka	O'Hara
The Black Stallion's Sulky Colt	Farley
Wilderness Champion	Lippincott
Lassie Come Home	Knight
Outlaw Red, Song of Big Red	Kjelgaard

Sports

Son of the Coach	Harkins
All American	Tunis
The Kid Who Batted 1,000	Allison and Hill
Sparkplug of the Hornets	Meader
Jack Davis, Forward	Burgoyne
The Babe Ruth Story	Considine
Mr. Ump	Pinelli

High Adventure

Secret Sea	White
Wreck of the Saginaw	Robertson
Heart of Danger	Pease
Rain Forest	Sperry

copy of book order of juvenile titles

placed by Mrs. Plummer on July 19, 1954.

Daly City Public Library
6351 Mission Street
Daly City, California
July 26, 1954

Carl J. Leibel
5639 Melrose Ave.
Los Angeles 38, California

Kindly supply the following books, prebound:

Barker	Little Island Star
Beatty	Droopy
Beim	Who's Who in the Family
Berman	When You Were a Little Baby
Berry	Hayfoot, Strawfoot
Bowen	One Against the Sea
Carlson	Fun For One--Or Two
Carlson	Alphonse, That Bearded One
Caudill	The House of the Fifers
Colby	First Rifle
Coleman	Another Dancing Time
Corbin	High Road Home
Darling	Greenhead
Decker	Mister Shortstop
Drummond	Mr. Finch's Pet Shop
Duvoisin	Easter Treat
Farjeon	The Silver Curlew
Felsen	Anyone For Cub Scouts?
Fine	The Schoolbus Picnic
Tor	Getting to Know Germany
Friermood	Hoosier Heritage
Gibbons	The Story of Ophelia
Goldberg	The Twirly Skirt
Gottlieb	Table Tennis
Holberg	Rowena the Sailor
Hurd	Nino and His Fish
Johnson	Wilderness Pup
Kahl	Away Went Wolfgang
Keller	The Warwhoop of the Wily Iroquois
Kivelli	Tales of Christophilos
Kjelgaard	Haunt Fox
Krauss	How to Make an Earthquake
Lathrop	Buffy and the Seven Leaf Clover
Lattimore	Holly in the Snow
Lenski	Project Boy
Lent	Here Come the Trucks
Marino	Little Angela and Her Puppy
Neurath	Around the World in a Flash

Norling	Pogo's Truck Ride
Payne	The Piebald Princess
Peterson	The First Book of Poetry
Power	Redcap Runs Away
Robertson	The Wreck of the Saginaw
Rounds	Whitey Takes a Trip
Smith	Wiki of Walpi
Sojo	The Animal Frolic
Steele	Winter Danger
Sutton	The Big Treasure Book of Cats
Tate	Little Teddy at the Seashore
Thomas	Sing in the Dark
Todd	The Juggler of Notre Dame
Tripp	The Tin Fiddle
Vinson	Willie Goes to the Seashore
Watts	Over the Hills to Ballybog
Watson	What is One
White	The Johnny Cake Mine
Zim	Dinosaurs
Zim	Things Around the House
Wyndham	Sussie and the Dancing Cat
Brown	Willie's Adventures
Steiner	ABC Book
Mace	Chief Dooley's Busy Day
Pratt	Flash of Washington Square
Dennis	Pure Breeds
Rogers	The First Book of Cotton
Heuer	Wonders of the Heavens
Wright	Saturday Walk
Adshead	Brownies-Hush!
Brown	Puff Ball
Ets	In the Forest
Flack	Tim Tadpole and the Great Bullfrog
Freeman	Fun With Astronomy
Haywood	Betsy and Billy
Haywood	Penny and Peter
Heyward	County Bunny & the Little Gold Shoes
Knight	Lassie Come Home
Lenski	Mr. and Mrs. Noah
Lenski	The Little Farm
Lenski	The Little Fire Engine
Mariana	Miss Flora McFlimsey's Christmas Eve
Mariana	Miss Flora McFlimsey's Easter Bonnet
Monsell	Paddy's Christmas
Payne	Katy No-Pocket
Potter	Tale of Benjamin Bunny
Roberts	The Two Tailed Comet
Allison	Helpful Helicopters
Kramer	Book of Big Beasts
Stever	The Wholesale Produce Market
Hoffman	Our Friendly Helpers
Hoffman	More Friendly Helpers

Hoffman	Family Helpers
Anderson	The Crooked Colt
Averill	Jenny's Birthday Book
Bate	Who Built the Bridge?
Beim	Mister Boss
Bell	Love is Forever
Bemelmans T	The High World
Bendick	First Book of Supermarkets
Bettina	Piccolo
Blackburn	The Bells of Carmel
Brooks	Freddy and the Men From Mars
Brown	Cinderella
Brown	Sparkie and Puff Ball
Bryant	Let's Be Friends
Bunce	Freight Train
Carden	Aldo's Tower
Carroll	Tough Enough
Chastain	Dark Treasure
Child Study Assn.	Read to Yourself Storybook
Clairmonte	John Sutter of California
Cleary	Henry and Ribsy
Coe	The Big Book of Wild Animals
Colby	Frogmen
Colby	Police
Colby	Smoke Eaters
Colby	F.B.I.
Dalgliesh	The Thanksgiving Story
de Angeli	Book of Nursery and Mother Goose Rhymes
Dickinson	First Book of Prehistoric Animals
DuJardin	A Man for Marcy
Fenner	Circus Parade: Stories of the Big Top
Freeman	Beady Bear
Godden	Impunity Jane
Goodenow	Lluis, the Lazy Llama
Hader	Wish on the Moon
Haywood	Betsy and the Circus
Hinkle	Ring Neck
Hoke	Jokes, Jokes, Jokes
Kenworthy	Brazil
Kettelkamp	Magic Made Easy
Key	So'M I
Krauss	I'll be You and You Be Me
Lacey	Sports Handicraft
Lambert	A Dream for Susan
Lawrence	Dreamboats for Trudy
Lawson	The Tough Winter
LeGrand	Tom Benn and Blackbeard, the Pirate
Lindman	Snipp, Snapp, Snurr Lear to Swim
Lockridge	The Nameless Cat
MacDonald	Mrs. Piggle-Wiggle's Farm
MacGregor	Miss Pickerell Goes to the Arctic
Machetanz	Where Else But Alaska?
MacIntyre	Mr. Koala Bear
McClung	Bufo

Montgomery	The Golden Stallion to the Rescue
Obrien	Silver Chief's Revenge
Oliver	Rain or Shine: Things to Make
Orton	Mystery in the Old Apple Orchard
Otto	The Horse and Pony Book
Petersham	Off to Bed
Price	Underwater Adventures
Renick	John's Back Yard Camp
Ripper	Bats
Schlein	Heavy is a Hippopotamus
Selsam	See through the Sea
Seuss	Horton Hears a Who
Simon	The Wet World
Smith	The Tall Book of Christmas
Stolz	Pray, Love, Remember
Sutton	The Big Book of Cars
Thompson	Sierra Ranger
Tousey	Pete and the Old Ford
Tresselt	I saw the Sea Come In
Walden	All My Love
Withers	American Riddle Book
Will & Nicolas	Circus Ruckus
Woolley	Ginnie and the New Girl
Yashima	Plenty to Watch
Ylla	Two Little Bears

Total = $412.67

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BOOKS ORDERED FROM THE SAN FRANCISCO NEWS CO. ---- AUGUST 6, 1954

Allen	From year to year
Banning	All is not butter
Bailey	ABC's of play production
Bates	Feast of July
Best	Diane
Browne	Fingerprints
Cadell	Cuckoo in spring
DelaRoche	Variable winds of Jalna
Dannett	Down memory lane
Faulkner	The fable
Ferer	Luciano story
Green	Aircraft of the world
Handlin	Adventure in freedom
Gann	Soldier of fortune
Geliman	A murder in paradise
Gilbreth	Inside Nantucket
Haycox	Prairie gun
Haycox	Adventures
Herndon	The praised and the damned: Story of F. Lewis
Horwich	Have fun with your children
Hyde	Driving today and tomorrow
Jennings	Banners against the wind
Karig	Don't tread on me
Laski	Victorian chaise lounge
Leiber	Pilot
London	Sea wolf
Mason	Complete book of small boats
Maxwell	RSVP - The Elsa Maxwell story
Morris	Fires & firefighters
Martin	Why did they kill
Murray	How to become a good dancer
Opdycke	Take a letter, please
Patrick	Teahouse of the August moon
Roe	Cage bird handbook
Raine	Arkansas guns
Reilly	Group fun; technique for leaders
Richardson	Exploring Mars
Preirte	Shorter Cambridge medieval history
Schoor	Jack Dempsey story
Schwartz	Write your own will
Scott	Standard catalog of U.S. & foreign stamps - 1955 ed.
Sheen	Life is worth living - second series
Stack	Careers in safety
Soubiran	Healing oath
Stevenson	Call to greatness
Street	Goodbye, my lady
Teale	John Muir
Waugh	Tactical excerise
Wodehouse	Dental careers: opportunities in dentistry
Taylor	Ghost town bonanza

Total after 30% discount : $120.15

Vroman's California School Book Depository
Juvenile titles ordered

Publisher	Title
Ginn & Co.	Craig - Our Earth and sky; V. 3 New Pathways in Sci.
"	Craig - Earth and life upon it; v. 4 "
"	Craig - From sun to earth; v. 5 "
"	Craig - Earth then and now; v.6 "
Watt, F.	First book of airplanes
Barnes, A. S.	Jr. Book of camping and woodcraft
Scribner	Westward toward America
Lippincott	Picture map geography of South America
Dutton	They sailed and sailed
Macmillan	Buried cities
Morrow	Apache Indians; raiders of the Southwest
Morrow	The Crow Indians
Pantheon	The caves of the great hunters
Houghton	Egyptian adventures
Macmillan	Brave young land; rev. ed.
American Bk.	Our South American neighbors
Harcourt	Neighbors to the South
Macmillan	Little Indians (LaRue)
Lyons & Carnahan	Little Wind
"	Morning Star
Row Peterson	It happened one day
Benj. Sanborn	Have you read?
Scribner	Joe 's story of the airport
Macmillan	Straight down (Aviation readers)
Macmillan	The F-U-N Book
Winston	I know a secret
Macmillan	Straight up
Winston	Along the way
World Bk.	Here and there with Henry
Winston	Good stories
Winston	I wonder why
Winston	Stories of American explorers and settlers
Winston	Stories of American pioneers
Macmillan	Airplanes at work
Macmillan	Aviation science for boys and girls
Wheeler	Egypt and the Suez Canal
Lyons and Carnahan	The story of the old Spanish Missions of the S. W.
"	Why we celebrate our holidays
Noble & Noble	Bambi
Macmillan	Living together in the Americas
Macmillan	Living together in the Old World
Winston	Neighbors across the sea
Follett	Our Southern neighbors
"	Exploring the New World
Ginn	Story of the American people

approximate cost $83.00

S, F. Ne Co.

Adshead	Inheritance of poetry
Allen	Treadmill to oblivion
Armour	Light armour
Ashton	Footman in powder
Beaty	Four winds
Bengtsson	Long ships
Breasted	History of Egypt
Bro	Indosia, land of challenge
Brom	Pitless jungle
Brownstein	How to prepare for college entrance exams
Burford	North of danger
Buck	My several worlds
Butcher	Exploring our national parks
Burak	101 plays for children
Cameron	Butcher's wife
Carson	Edge of the sea
Cervantes	DonquQuixote
Christie	Perilous journey of H. Poirot
Christensen	Common edible mushrooms
Clapsattle	Doctors Mayo
Clark	Marching wind
Colver	Measure of the years
Comminger	Blue and grey
Connolly	Power tennis
Considine	Africa, world of new men
Cooper	Cheerful captive
Cronin	Golden honeycomb
Dankert	Introduction to labor
Davenport	My brother's keeper
Davis	Doctor to the island
Deane	Return ticket
Dean	Devil threw dice
Derby	Bad step
Dos Passos	Most likely to succeed
Doss	Family nobody wanted
Downes	Speak to me brother
Edlund	Pick your job and land it
Emery	The press and America
Fabre	Joan of Arc
Fenninger	Successful color photography
Fenisong	Miscast for murder
Fisher	Giveaway
Frankland	Foster brothers
Foley	Best American short stories of 1954
Gardner	Case of the restless redhead
Gardner	Neighborhood frontiers
Garve	Death and the sky
Garth	Three roads to a star
Gilbreth	Management in the home
Bestor	Educational wastelands
Grey	Lost pueblo
Grossett	Down to the ships in the sea
Hageborn	Roosevelt family of Sagamore hill
Hammond	Ambassador world atlas
Hart	Oxford companion to American literature
Hastings	Rapture in my rags
Havigurst	Annie Oakley of the wild west
Hewn	Death of a legend
Heyer	Toll gate
Herrman	Conquest by man

Total after discount

$446

Holdridge	Mammy Pleasant's partner
Heckelman	Hard man with a gun
Hope	Have tux and will travel
Hoskins	The Middle East
Hunt	Alphabets
Hunter	Blackboard jungle
Huxley	From an antique land
Hyman	No time for sergeants
Ickes	vol. 3 of Secret diary
Koestler	Invisible writing
Kronenberger	Best plays 1953 - 1954
Lanham	Iron maiden
Larom	Enameling for fun and profit
Leinster	Forgotten planet
Leet	Physical geology
Leslie	Remarkable Mr. Jerome
Lewis	George Davidson
Lie	In the cause of peace
Lockridge	A key to death
Lorac	Shroud of darkness
Lunes-Taste makers	
Malone	Story of the Declaration of Independence
Manfred	Lord Grizzley
Mankiewicz	Trial
Narquand	Thirty years
Marshall	American captain
Marshall	Only fade away
Marx	Life with Groucho
McCloy	Unfinished crime
McGinley	Love letters of Phyllis McGinley
Mason	Blue hurricane
Menen	Ramayana
Mills	Air pollution and community health
Martin	Widow and thw web
Moore	Guide to the planets
Murphy	Your deafness is not you
Murchie	Song of the sky
Murrow	This I believe (second series)
Neuberger	Adventures in politics
Neider	Man against nature
Ormoude	Solomon and the Queen of Sheba
O'Meara	Spanish bride
O'Sullivan	Don't hang me too high
Patton	Good-morning Miss Dove
Peale	Power of positive thinking for young people
Pergande	Civil service exam for clerk-stenographer
Pergande	Vocabulary and spelling
Peterson	Treasury of the world's great speeches
Place	Road to secretarial success
Powers	Secrets of charm
Prochinow	Speakers treasury of stories for all occasions
	Profile of America
Putnam	Madami
Queen	Glass village
Quentin	My son the murderer
Reily	Tell her its murder
Rice	The tumult and the shouting
Riebel	How to write successful business letters
Roberts	Lancelot my brother
Ross	Pike
Rubenstein	Battle done

Roth	I'll cry tomorrow
Sandburg	Abraham Lincoln
Sandoz	Buffalo hunters
Schwartz	Art of relaxation
Scott	Public education under criticism
Scott	U.S. and foreign stamp catalogue - 1955
Scott	Between elephant eyes
Sechrist	New plays for red letter days
Seifert	Marriage for three
Simpson	Hockshop
Singer	World's best spy stories
Singer	Laughton story
Soloviev	My 9 years in the red army
Spence	Bride of the conqueror
Stevens	Footsteps to freedom
Stove	Harvard tree
Stout	Black mountain
Taylor	50 centuries of art
Uris	Hellenic interlude
Waksman	My life with microbes
Wallop	The year the Yankees lost the pennant
Wagner	Hobbycraft for everybody
Wells	Handbook of auto-camping
Wells	Pack your leisure with fun anf profit
Wentworth	Benevent treasure
White	Regional geography of Anglo America 2lst ed.
Wilson	American science and invention; a pictorial history
Yamata	Lady of beauty
Zara	Blessed is the land
	World almanac 1955
	Information please almanac 1955
Aiken	C. Aiken's complete poems.

Juvenile titles - Carl Leibel

Austin	William's Shadow
Bertail	Complete Nursery Book
Brock	Little Fat Gretchen
Brown	The Forest Firemen
Brown	Wheel on the Chimney
Caffrey	Show Pony
de Golish	Mamba-Kan
Duryea	The Long Christmas Eve
Fisher	The Birthday
Hall	Baker's Man
Neurath	The Wonder World of the Seashore
Niles	The Angel in the Hayloft
Schneider	Let's look Under the City
Simon	Mat & Mandy and the Big Dog, Bigger
Slobodkin	Mr. Petersand's Cats
Smiley	Little Boy Navajo
Steiner	Kiki Loves Music
Todd	Trucks, Tractors and Trailers
Palazzo	Aesop's Fables
Ross	Know your USA
Nisenson	Illustrated Minute Biographies
Fisher	The Wonderful World
Bannerman	Sambo and the Twins
Atwater	Mr. Poppin's Penguins
Buck	The Chinese Children Next Door
Colby	Our Fighting Jets
Dalgliesh	The Young Aunts
Dalgliesh	Relief's Rocker
McNeer	Story of California
Meadowcroft	Gift of the River
Olds	Big Five
Rounds	The Blind Colt
Steiner	A Surprise for Mrs. Bunny

approximate cost $86

October 27, 1954

Mr. Wayne Carr
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I am enclosing book orders for juvenile and adult books. These titles have recently been ordered for the Daly City Library.

Yours very truly,

Lorraine Rollandi

Enclosures - 3

c/c/
Hm selman
Westgaard
Keith
Farber

BOOKS ORDERED FROM DOUBLEDAY & CO. -- AUGUST 20, 1954

Babcock	Hang up the fiddle
Beech	Tokyo and points east
Block	The Laundress and the fearful knight
Brick	They ran for their lives
Chase	Always in vogue
DeLeeuw	Crossroads of the Mediterranean
Douglas	Almanac of liberty
	First prize stories from the O.Henry Memorial awards 1919-1954
DePoncins	Ghost voyage
Gallico	Love of seven dolls
Goodwin	Animal kingdom
Gruenberg (ed)	Encyclopedia of child care and guidnace
Halsey	Ladies' Home Journal book of interior decoration
Henry	Yield to the night
Lavender	Bent's fort
Lecler	Sahara
McIntosh	One in three hundred
McMasters	Gallant heart
Sennett	King of comedy
Smith	Rebeb yell
Steen	Bulls of Parral
Terry	Buccaneer surgeon
Weinreb	Sorceress
Wellman	Glory, God and gold
Widdemer	Golden wildcat

TOTAL AFTER 331/3 dicount : $72.00

November 17, 1954

Mr. Wayne Carr
President, Library Commission
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

The following is a general breakdown of expenses for the California Library Association convention which we attended October 13, 14 and 15th.

Transportation	$60
Hotel Accommodations	30
Meals	35.36
Registration fees and library tours	10.50
Total	$135.86

The enclosed claim should be submitted to the city clerk's office before Monday, November 22, 1954 if payment is to be made this month.

Yours very truly,

Lorraine Rollandi
Librarian

Enclosure--Claim

c/c
Westgaard
Hanselman
Keith
Farber

December 21, 1954

Mr. Wayne Carr
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I am enclosing copies of titles recently ordered from Doubleday & Co. and the San Francisco News Company.

Yours very truly,

Lorraine Rollandi
Librarian

Enclosures - 2

c/c

Westgaard
Henselman
Keith
Farber

Book Order
San Francisco News Co.
December 13, 1954

Aldrich, R.S.	Gertrude Lawrence as Mrs. A.
Anderson, E.P.	Audel's home appliance service guide
Arthur, E.	Let's go prospecting
Bain, B.	My 100 children
Barker, S.	Tomorrow the new moon
Benson, P.A.	Real estate principles & practices, 4th ed.
Better Homes & Gardens	Diet book
Black, C.E.	Challenge in Eastern Europe
Blaustein, A.	Fiction goes to court
Bley, E.S.	Have fun with your son;101 things to do with your 6 to 10 yr. old boy
Broad, L.	Follies and friendships of Oscar Wilde
Byrnes	All my darlings
Casteret, N.	The darkness under the earth
Cerf, B.	Ency. of modern American humor
Cooper, J.	The leather stocking saga
Corbett, J.	The temple tiger
Cowen, W.	The fifth miracle
Delano, M.	How to be a top secretary
Dratler	The Judas kiss
Ebenstein, W.	Today's isms:Communism, fascism,socialism,capitalism
Eklund, J.	Phillippa
Enters, A.	Among the daughters
Evans	The spoor of sppoks & other nonsense
Exman, E.	The world of Albert Schweitzer
Fermi, L.	Atoms in the family
Feschotte, J.	Albert Schweitzer; and introduction
Fitzgibbon, R.	Uruguay
Forman, H.J.	Truth is one
Gehman, R.	Slander of witches
Grau, S.	The black prince
Griffith, M.	The gadget maker
Hauser, G.	Guide to intelligent reducing
Holland, V.	Son of Oscar Wilde.
Ives, B.	Tales of America
Joye, M.	He was not my son
Kennedy, M.	Act of God
Lott, M.	The last hunt
Lowman, J.	Four weeks to beauty
MacDuffie, M.	The red carpet
MacInnes, H.	Pray for a brave heart
Magener, R.	Prisoner's bluff
Maine, G.	Completes works of Oscar Wilde (replacement)
Marshall, C.	The prayers of Peter Marshall
Matteson, W.	What will social security mean to you.
Matteson	Life insurance and annuities from the buyer's point of view
Menninger,W.	How to be a successful teen ager
Oldenbourg, Z.	The cornerstone
Osargi, Homecoming	
Powell, D.	The wicked pavilion
Reitsch, F.	Flying is my life
Robinson, E.	The Roosevelt leadership
Selby, J.	The man who never changed
Smith, B.	A dangerous freedom
Sloane, W.	Stories for tomorrow
Smith, L.	Now is the time
Smith, M.	The dimished mind;a study in planned mediocrity in our public schools
Spearman, S.	Candle against the sun
Strauss, M.	Why not survive?
Swados, H.	Out went the candle
Tiira, E. Raft of despair	
Wright, F.	The natural house
Yerby, F.	Benton's row.

TOTAL AFTER DISCOUNT - $177.00

Book Order
Doubleday & Co.
December 8, 1954

New Books

Allingham	Estate of the beckoning lady
Bainbridge	Garbo
Boucher	Best from fantasy & Sci. fiction
Chandoz	Islands to the windward
Cwiklinski	Captain leaves his ship
Edmiston	Home again
Engle	Prize stories 1955 - O.Henry awards
Gerson	Forest lord
Grafton	Most contagious games
Graham	Vows of the peacock
Graham	Lost gamble
Graves	Homer's daughter
Hahn	Chiang Kai-shek
Higgins	News is a singular thing
Lancaster	From Lexington to liberty
Lockwood	Men from the Mesabi
Mann	Room in Paris
Mason	Tangier intrigue
Matthiessen	Singing and the gold
Mayne	Journey to Pathans
Maziere	Expedition Tumuc-Humac
Morris	Bombay meeting
Naguib	Egypt's destiny
Norris	Miss Harriet Townshend
Oursler	Boy Scout story
Pickford	Sunshine and shadow
Post	Matt Regan's woman
Reynolds	Cairo to Cape Town
Schacht	From this he makes a living
Slaghter	Healer
Standish	Face value
Strange	Catch the gold ring
Swiggett	Forgotten leaders of the Revolution
Tickell	Hero of St. Roger
Weidman	Your daughter, Iris
Wouk	Marjorie Morningstar
Brick	Eagel of Niagara
Catton	Banners of Shenandoah
Green	World's fighting planes
Knopf	Easy secrets of taking gook snapshots
Lauritzen	Suzanne
Murphy	Bride of New Orleans
Wolheim	Terror in the modern vein
Van Renssler	Fun with ventriloquism

REPLACEMENTS

Wells	Outline of history
Gostain	Son of a hundred kings
Tarkington	Monsieur Beahcaire
Crow	Epic of America
Conrad	Victory
Ferber	So big, Show boat, Saratoga Trunk

Book order
Doubleday & Co.
December 8, 1954 - con't

ANCHOR POCKET BOOKS

Orwell	A collection of essays
Wilson, ed.	Eight essays
Kitto	Greek tragedy
James	What Maysie knew
Stendhal	The charterhouse of Parma
Conrad	Secret agent
Rourke	American humor
Fournier	The wanderer
Green	Loving
Hadas	Three Greek romances

IMAGE POCKET BOOKS

Walsh	Our Lady of Fatima
Farrow	Damien the leper
Connolly	Mrs. Blue

Total after 33 1/3 discount - $136.83

Adult Books Purchased from The
San Francisco News Company
March 4, 1955

Allen	Solitary Singer	$8.00
Bailey	A B C's of Play Producing	(approx)4.00
Barrymore	Memoirs	4.00
Bemelmans	To The One I Love The Best	3.75
Berton	I Married the Klondike	4.50
Binder	Muffs & Morals	3.75
Blair	Survival	3.50
Bowen	Return to Laughter	3.50
Bowman	Encyclopedia of Outboard ~~Mort~~ Motor-Boating	5.00
Brand	Some Love, Some Hunger	3.00
Bryant	The Story of England V. I.	5.00
Burlingame	Henry Ford (Great Lives in Brief Series)	2.50
Byrd	Nutrition Sourcebook	5.00
Callahan	The New California Cook Book	3.95
Carr	Captain Cut-Throat	3.50
Carrier	Dive: Complete Book of Skin Diving	3.95
Collete	The Vagabond	3.00
Colum	Treasury of Irish Folklore	(approx) 4.00
Davis	Two Minutes to Midnight	2.75
Day	Hunting & Exploring Adventures of Theodore Roosevelt	5.00
DeVilmoring	Madame de	2.50
DeWahl	The Spear	3.95
Douglas	The Living Faith	3.75
Duff	French for Home Study	1.25
Eckerson	My Lord Essex	4.50
Eisenberg	Fun With Skits, Stunts & STories	2.95
Eliwe	Judgement & Planning in Chess	3.50
Fadiman	Party of One; The Selected Writings of Clifton Fadiman	5.00
Felichtwanger	Raquel	3.95
Flesch & Lass	The Way to Write	2.68

Fleish	Why Johnny Can't Read	3.00
Fogarty	Your Figure, Ladies	1.00
Forester	Good Shepherd	3.75
Godden	Hans Christian Andersen	2.50
Golizenko	Fall of a Titan	4.75
Grattan	In Quest of Knowledge	4.75
Greenwood	Rolling North	3.00
Hale	Nothing on Earth	3.50
Hammond's	Travel Atlas of Scenic America	10.00
Hanson	Noble Savage; The Life of Pual Gauguin	5.00
Hardy	Harmonize Your Home: A Pratical Guide for the Home Decorator	3.95
Hay & Wineo	Reading With Phonics	4.00
Herrmann	Conquest of Man	6.00
Highet	Man's Unconquerable Mind	3.50
Hoare	The Missing Macleans	3.75
Hobart	Venture into Darkness	3.95
Holbrook	James J. Hill (Great Lives in Brief)	2.50
Horan	Pictorial History of Wild West	7.50
Household	Fellow Passenger	3.50
Ingram	Maid of Israel	3.00
Ivanovic	Modern Spear Fishing	3.75
Joels	Acting is Your Business	2.50
Johnson	Getting Started in Farming	4.50
Jennings	Shadows in the Dusk	3.75
Jordan	Hammond's Pic. Travel Atlas	7.50
Kearney	I Smell Smoke	3.00
Kent	It's Me O'Lord	8.50
Kirk	Short History of the Middle East	4.50
Kjelgaard	Lost Wagon	3.50
Knowles	Making Money for Your Church, Library, Hospital, or social or welfare Organizations	3.50
Lewis	The Town That Died Laughing	3.75
Lin Yutang	Looking Beyond	4.95

Lindberg	Gift from the Sea		2.75
Link	American Epoch: A History of America to it's Present Position as the World's Greatest Power		7.95
Linklater	The Sultan & The Lady		3.50
Loring	I Take This Man		3.00
McAdam	Very Much Alive		3.00
MacDonald	Onions in the Stew		3.50
Marshall	Mr. Jones Meet The Master		2.50
Mauriac	Flesh & Blood		3.50
Maynard	Bloody Mary	(approx(	3.00
Mays	Born to Play Ball		3.50
Merton	No Man Is An Island		3.95
Levy	Your Insurance & How to Profit by it		2.95
Millar	A Crossbowman's Story		3.95
Montgomery	Charlotte Montgomery's handbook for the Woman Driver		2.95
Morris	Fires & Firefighters		6.00
Murray	The Golf Secret		2.50
Murray	More Golf Secrets		2.50
Myers	Doc Holliday		4.50
O'Connor	Book of Salads		2.00
Ogizek	South & Central Africa		6.50
Peale	Faith Made Them Champions		3.95
Pearl	How to Know the Minerals & Rocks		3.50
Phillips	Qataban & Sheba		5.00
de Latel	The Underwater Naturalist		3.75
Prescott	Unhurrying Chase		3.50
Radin	Law Dictionary		6.00
Reynolds	Headquarters		3.75
Richards	Concise Dictionary of Amer. Literature		5.00
Ridge	Life & Adventures of Joaquin Murieta		2.00
Rinehart	Best of Tish		3.75
Russo	Elementary Italian	(approx)	3.00

Salter	What is Hypnosis	2.50
Scharff	Complete Boating Handbook	4.95
Schindler	How to Live 365 Days a Year	3.95
Schmitt	Persistent Image	3.00
Scowcraft	A View of the Bay	3.00
Sitwell	Portugal & Madeira	4.00
Skinner	Bottoms Up	3.00
Skrede	Across the Roof of the World	3.50
Small	Salesmanship	5.75
Smith	Economic History of the United States	6.00
Soloveytchik	Switzerland in Perspective	2.84
Spencer	Desert Hospital	4.00
Spiro	Your Family's Security	2.95
Stanford	Last Chukker	2.00
Sweeney	Skin Diving & Exploring Underwater	3.50
Swiggett	The Strongbox	3.75
Thomsen	The Tryouts	3.50
Thurber	Train on Track Six	4.00
Turabian	A Manual for Writers of Term Papers, Thesis & Dissertations	1.25
Untermeyer	Makers of the Modern World	6.50
Van Der Post	Flamingo Feather	3.95
Warren	Make It For Baby	2.95
Welty	Bride of the Innisfallen	3.50
White	The Four Rivers of Paradise	3.50
White	Thorn Treet	3.50
The Mouse that Roared		3.50
Williams	Rocket Pioneers: On the Road to Space	3.75
Wills	Living on the Level	5.00
Yates	New Methods for Home Repair & Improvements	3.95
Yon	Daughter of the Khans	3.50
Yourcemar	Hadrian's Memoirs	4.00

Pocket Books Purchased from the
City Lights Pocket Book Shop on
March 18, 1955

AMERICAN HUMOR

AMERICAN FOLKLORE

AMERICAN PAINTING

ASYLUM

BABY AND CHILD CARE

BATTLE CRY

BEST OF DAMON RUNYON

BIG SKY

BRIDGE OF SAN LUIS REY

CHATERHOUSE OF PARMA

COMPLETE SONNETS, SONGS, POEMS (SHAKESPEARE)

CONFESSIONS OF ST. AUGUSTINE

DEVILS, DRUGS AND DOCTORS

DIALOGUES OF PLATO

DIARY OF A YOUNG GIRL

DISAPPEARANCE.

DISCOVERY #3,4,5

DIVINE COMEDY

DOCUMENTARY HISTORY OF THE UNITED STATES

ESSAYS BY GEORGE ORWELL

ESSAYS BY EDMUND WILSON

ESSAYS (ENGLISH)

ELECTRA AND OTHER PLAYS

END OF THE AFFAIR

EXECUTIVE SUITE

FAMOUS CHINESE SHORT STORIES

FIVE PLAYS - MOLIERE

GREAT OPERAS

GREEK TRAGEDY

HAUNTED LADY

HISTORY OF THE UNITED STATES

HOBBIES FOR PLEASURE AND PROFIT

HOUSEHOLDERS MANUAL

HOW TO BUY STOCKS

HOYLE'S RULES OF GAMES

ILLIAD

IMITATION OF CHRIST

IMMORTAL POEMS (ENGLISH)

JANE EYRE

KISS ME AGAIN, STRANGER

LATE GEORGE APLEY

LITTLE WORLD OF DON CAMILLO

LIVES OF THE GREAT COMPOSERS

LOVED ONE

LOVING

MADAME BOVARY

MAGNIFICENT OBSESSION

MATADOR

MICROBE HUNTERS

MR. BLUE

MOBY DICK

MUTINY ON THE BOUNTY

NAPOLEON

NEW AMERICAN WEBSTER DICTIONARY

NINETEEN EIGHTY-FOUR

NOW IS THE TIME

OLD GORIOT

OF HUMAN BONDAGE

OUR LADY OF FATIMA

PERFECT HOSTESS

PICTURE OF DORAIN GRAY

POCKET TREASURY (SHORT STORIES)

SAY IT IN FRENCH, SAY IT IN Italian, SAY IT IN SPANISH

SEA AROUND US

SECRET AGENT

SONG OF BERNADETTE

STORY OF AMERICA

STORY OF PHILOSOPHY

TALES OF THE SOUTH PACIFIC

30 DAYS TO A MORE POWERFUL VOCABULARY

TREASURE OF THE SIERRA MADRE

THREE GREEK ROMANCES

TURN OF THE SKREW AND DAISY MILLER

UNDER THE SEA WIND

WORLD ATLAS

WALL

WANDERER

WAR OF THE WORLDS

WHAT MAISIE KNEW

WITHERING HEIGHTS

REGULAR MEETING
DALY CITY LIBRARY COMMISSION
April 13, 1955

ROLL CALL: Present: Mr. Carr, Chairman
Mrs. Hanselman
Mr. Farber

Absent: Mrs. Keith
Mrs. Westgaard

Guests: Mr. Stites, City Manager
Mrs. Rollandi

READING OF THE MINUTES:

The minutes of the previous meeting were read and approved.

BILLS:

Mrs. Rollandi presented a verbal bill from D. Cunningham for a total of $137.90, with $70,50 for engineering fees and $66.50 for art work and reproduction. A motion was made by Mrs. Hanselman, second by Mr. Farber that the bill be excepted, contigent upon the fact that the amounts are as stipulated in the verbal bill.

REPORTS:

1. Circulation report for the month of March - 7301

2. Financial statement with a balance as of March 31, 1955 of $3,708.58

3. Pocketbooks, juvenile and adult books ordered.

COMMUNICATIONS:

1. California Library Association regarding a work shop meeting on "The Intellectual Freedom" theme. Mrs. Rollandi stated that she felt that it was a very important meeting and urged all that could to attend.

2. A letter from Carma Zimmerman, State Librarian, containing information and a brochure on "Friends of the Library" groups.

3. A copy of a letter from Mrs. Rollandi to Mrs. Guido Pfotenhauer confirming original order for juvenile books purchased from monies raised by the Westlake PTA.

4. A letter from Carma Zimmerman, State Librarian, thanking the Commission for their thoughfulness in writing about Rose Vainstein, Library Consultant.

Mr. Carr stated that he had been trying to get an estimate from the Doelger people on the new Westlake branch, but had been unable to get any figures from them as yet. Mr. Carr explained to Mr. Stites the plans that have been made by the Commission for a new Westlake branch of the library. This led to a general discussion among the Commissioners and Mr. Stites on the library budget and the future planning for the library.

The secretary was directed, in the future, to make enough copies of the minutes for each member of the Commission, thereby doing away with the reading of the minutes at each meeting.

NEW BUSINESS:

A motion was made and second that a letter be written to the Civil Service Board of Review requesting that an examination be held for the position of Head Librarian with a salary of $358.00 tp $436.00 and qualifications the same as in current use. The secretary was so directed.

There was a short discussion on the position that is now classified as Childrens Librarian. It was decided to hold this matter over for further study and discussion on the qualifications, salary and the name for the position.

Mrs. Rollandi stated that the ALA is sponsoring a scholarship fund. The city may not contribute, but she felt that some of the members of the Board might like to give a personal contribution.

The meeting adjourned at 10:50 p.m.

Raydene Dunn
Secretary Pro-tem

REGULAR MEETING
DALY CITY LIBRARY COMMISSION
May 11, 1955

ROLL CALL: Present: Mr. Carr, Chairman
Mrs. Hanselman
Mrs. Keith
Mrs. Westgaard

Absent: Mr. Farber

Guests: Mrs. Rollandi
Mr. Stites

Mr. Stites and the Commissioners discussed the present state of the library budget. Mr. Stites said he would speak to the Council about an appropriation to remove from the General Fund, and put into the Library budget, the $6700.00 paid to the City by the County. They also discussed the possibility of receiving more services from the County, or, the possibility of setting up a department in the city to take care of the work now being done by the County.

Mr. Carr told the Commissioners that on the plans he had submitted to Henry Doelger he had received a verbal bid of $95,000.00, with $30,000.00 of this bid going toward the purchase of the property. It was felt that this was too high and the possibility of getting another site for the library was discussed. Mr. Stites agreed to talk to the Henry Doelger people about getting a library on a lease-purchase basis and to also speak to them about a location to use for a childrens library to utilize the book purchased from the Westlake PTA funds. This childrens library on a temporary basis until a regular library could be erected.

REPORTS:

1. Circulation report for the month of April. 6,163

2. Financial statement a/o May 1st. Balance $6472.16

The Commissioners agreed that the report from the California Library Association workshop meeting should be edited and put into the local paper.

OLD BUSINESS:

After a discussion on the qualifications, experience and salary, it was agreed to advertise the position of Librarian at a salary of $395.00 per month which is the third step of the new proposed salary range. Mrs. Hanselman made a motion, second by Mrs. Keith that a letter be written to the Civil Service Board requesting that under the caption of experience in the job description for Librarian it be changed to read "Five years of experience in public library work" from the present "Two years of experience in professional library work". The motion was unanimously carried and the secretary was so directed.

COMMUNICATIONS:

A copy of a letter from Mrs. Rollandi to Mr. Weibel, Superintendent of Schools regarding a summer reading program was read into the record.

NEW BUSINESS:

The Commissioners discussed holding a Trustees meeting for the 47 cities in the Golden Gate District. It was agreed that aletter should be written to Mrs. Yokum asking for some definite suggestion and tentative plans were set for holding a planning meeting with South San Francisco, San Bruno, Mrs. Moore and Dr. White in June to formulate some definite plans.

The meeting adjourned at 10:10 P.M.

Raydene Dunn
Secretary Pro-tem

MINUTES - DALY CITY LIBRARY COMMISSION 1955

The regular meeting of the Daly City Library Commission was held on August 17th in the City Hall. The following Commissioners were present: Mrs. Hanselman, Dr. Farber, Mr. Carr, Chairman, Mrs. Westgaard, Secretary. Mrs. Lorraine Rollandi was a guest. Minutes of the July 20th meeting were read and approved.

REPORTS BY LIBRARIAN

Librarian submitted time schedules for part time help for the period July 6 through August 2.

She brought up the matter of giving Library service to transient occupants of motels. She reviewed the present system of charging $1.00 deposit per book with a maximum service charge of $1.00 a year. She recommended raising the deposit to these transient borrowers to $5.00 plus a service charge of .25 per book. Mrs. Hanselman moved that the Librarian charge a $5.00 deposit, with a service charge of .25 per book, with a maximum loan of two books at one time to transient borrowers (in trailers and motels). Dr. Farber seconded it, and the motion passed unanimously.

At the September meeting the Commission will adopt a statement on the Library book selection policy. The Librarian will send each commissioner material to study.

ELECTION OF OFFICERS

Mrs. Westgaard nominated Mr. Carr to serve as chairman for another year. Dr. Farber seconded it. Mrs. Hanselman moved that the secretary cast a unanimous ballot.

Mr. Stites then joined the Commissioners. He assured the commission that the examination for Librarian would be posted within a week. Notices of the examination will be sent to library schools, libraries, and to the State library. The examination will be held by September 15th if possible.

Bill for Miss Cunningham's services will be paid. Mayor Verducci and Councilman Vickers said they had authorized the bill and that it should be paid out of general funds not library funds.

Mr. Stites went over the library budget and clarified it. He requested the new controller to submit a Fund Report to the Library Commission for the next meeting.

He reviewed the existing county contract and said he was planning to meet with the County Manager, Mr. Stallings and draw up the 1955-56 contract. He invited Mr. Carr and Dr. Farber to go with him. The meeting adjourned at 10:45 p.m.

Respectfully submitted

Margo Westgaard

MINUTES, DALY CITY LIBRARY COMMISSION 1955

A special meeting of the Daly City Library Commission was held in the Council Chambers of the City Hall on Oct. 19. The purpose of the meeting was to draw up an agenda for a meeting with City Manager in which the Commission would seek to clarify the relationship of the Commission to the City Manager especially in matters of finance, personnel, and planning. All Commission members were present.

We will also discuss the following matters with the City Manager:

1. The hiring of a S.F. State College student as page and his rate of pay.

2. Coordination of planning for the Westlake branch. The Library Commission desires that its planning and that of the City Manager be coordinated a little more than in the past. Before planning can proceed the Commission needs to know the financial potential.

3. Contract with the county. Section 22108 of the Education Code reads that it is the library commission's responsibility to enter into a contract with the county to secure...

4. The Library Commission cannot recommend to break with the county unless it can be assured the: not
   a. The city library tax will be lowered, i.e. the amount that is presently raised by the county and the city library tax will then be raised by the city alone. The city should guarantee that an adequate library budget will be provided to operate independently. If a Westlake branch is planned, this will have to be more than the combined city and county appropriations.
   b. The Commission will have to immediately purchase a considerable stock of books.
   c. There will have to be another professional position to handle processing and space will have to be provided for this activity.

5. Request the City Manager to keep the Vertical File unlocked so the Library Commission can have access to its records.

The L.C. will take up the following matters with the new librarian at its first meeting with her:

   a. Hire a high school page, rather than a college student for a page.
   b. Survey of users to find the percentage of Westlake users.
   c. Draw up a plan for independent operation if the Library Commission withdraws from the county, and when this separation could be made without damaging library service to Daly City as a whole.

Meeting adjourned at 11 p.m.

Respectfully submitted

Mrs. Margo Westgaard, Secretary

Farber

BY-LAWS

ARTICLE I. LIBRARY COMMISSION

Section I. The Daly City Public Library shall be managed by a Commission designated as the Library Commission, consisting of five members to be appointed and to act in the manner provided by the laws of the State of California.

ARTICLE II. OFFICERS

Section I. The officers of the Library Commission shall consist of a President and a Secretary.

Section 2. The president shall be elected by the Library Commission from its own membership. The secretary shall also be elected by the Library Commission.

Section 3. Election of officers shall be held at a Commission meeting in July of each year.

Section 4. Officers shall serve for one year, but are eligible for re-election.

Section 5. The Library Commission by a majority vote may recommend to the City council of the City of Daly City that any of its members be granted a leave of absence at any time.

ARTICLE III. DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall preside at all meetings of the Library Commission, and shall be a member ex officio with the right to vote on all committees. He shall communicate to the Commission such matters and make such suggestions as may in his opinion be advisable or necessary and shall perform all other duties which are necessarily incident to the office of President of the Library Commission.

Section 2. SECRETARY. The Secretary shall attend all meetings of the Library Commission, shall keep a record of their meetings, and shall carry on the necessary correspondence of the Commission.

Section 4. The minute book shall not leave the Library without the knowledge and consent of the President and of the Librarian.

ARTICLE IV. MEETINGS

Section 1. The regular meetings of the Library Commission shall be held on the second Wednesday of each month at the City Hall.

Section 2. Special meetings may be called at any time by three Commissioners, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

Section 3. Commission members shall be notified in writing at least three days in advance of each meeting.

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ARTICLE IV. MEETINGS (Cont'd)

Section 4. The order of business shall be:

a) roll call
b) reading of the minutes
c) reading and authorizing payment of bills
d) report of the Librarian
e) monthly financial statement
f) other reports
g) old business
h) communications
i) new business
j) adjournment

Section 5. Robert's Rules of Order, Revised, shall be the parliamentary authority of the Commission, subject to special rules which have been or will be adopted.

Section 6. The Librarian shall be designated ex officio Clerk-of-the-Commission.

ARTICLE V. COMMITTEES

Section 1. Each year the President shall appoint such committees as are required.

ARTICLE VI. AMENDMENTS

Section 1. These by-laws may be amended or repealed by a majority vote of the Library Commission.

Section 2. Notice of proposed changes of the by-laws shall be given with the call of the meeting.

ARTICLE VII.

Section 1. No Commissioner shall act individually on any matter pertaining to the library. The entire Library Commission is to act as a body.

ARTICLE VIII. RULES, REGULATIONS, AND BY-LAWS

Section 1. The Library Commission may make and enforce all rules, regulations, and by-laws necessary for the administration, government and protection of the libraries under its management, and all Property belonging thereto.

CLASS: CS-17

POSITION: LIBRARIAN

Under general direction is responsible for the supervision of the Daly City Public Library; performs duties which involve the knowledge and training of a librarian, and the frequent exercise of independent judgment, as well as supervision of subordinates.

Has charge of classifying and cataloging books for the library; supervises and performs duties in connection with the issuance of books to qualified applicants; and is responsible for the maintenance of all library records. Is responsible for recommendations for book selections and assists readers in making effective use of library facilities and performs related duties as required.

MINIMUM QUALIFICATIONS:

(A) Educational:

(1) Completion of a regular high school course of study, which course of study has been approved by the Department of Education of the State in which the high school is located; or

(2) the equivalent thereof
(Applicants seeking admission to examination under sub-section (2) whose educational qualifications are interpreted by the Board as equivalent to those set forth under sub-section (1) will be required to pass a qualifying test.)

(B) Practical Experience:

Applicants must have had at least two (2) years prior experience as a librarian or assistant librarian in a public library.

(C) Physical:

Applicants must pass a satisfactory medical examination before a physician approved by the Board.

(D) Age:

Applicants may not be less than twenty-one (21) nor more than fifty-five (55) at time of taking examination. (Age requirements may be waived by the Board in cases of promotional examination.)

Adopted - Mar. 25, 1946.
Amended - Aug. 19, 1946.

CLASS: CS-14

POSITION: ASSISTANT LIBRARIAN

Under general supervision, performs library work requiring the application of modern library technique; performs duties in connection with the issuance of books and the maintenance of records, and assists readers in making effective use of library facilities. Acts as assistant to the librarian and performs related duties as required.

MINIMUM QUALIFICATIONS:

(A) Educational:

(1) Completion of a regular high school course of study, which course of study has been approved by the Department of Education of the State in which the high school is located; or

(2) the equivalent thereof
(Applicants seeking admission to examination under sub-section (2) whose educational qualifications are interpreted by the Board as equivalent to those set forth under sub-section (1) will be required to pass a qualifying test.)

(B) Physical:

Applicants must pass a satisfactory medical examination before a physician approved by the Board.

(C) Age:

Applicants may not be less than eighteen (18) nor more than fifty-five (55) at time of taking examination.

Adopted - Mar. 25, 1946.
Amended - Aug. 19, 1946.

REPORT
CALIFORNIA LIBRARY ASSOCIATION ANNUAL CONVENTION
Long Beach, California
October 12-16, 1954

Wednesday, October 13, 1954

Dr. Arthur F. Corey, Executive Secretary, California Teachers Association spoke on the elements of a dynamic, progressive, professional organization and the obstacles to be overcome.

"What makes an organization tick? Basic to all groups is the thought that men organize for sound social purpose--honesty, integrity, (groups like CLA and CTA). The play of group against group, in other words, pressure,pressure is typical of a democratic society. Since it is a well-known fact that evil men will engage in evil purposes, it is necessary that honest men organize to promote good causes. The problem of the group is how to organize the group without violating the individuality of the members of the group.

All members must have ample opportunity to express their opinions. One must believe that average group judgment is better than that of the individual, the group is less apt to make mistakes than the individual; the group, rather than the individual will more readily accept an idea.

Dr. Corey stated that the CTA has directed its program toward changing public opinion from the negative attitude: "He who can, does--he who can't, teaches," to a positive and more realistic attitude of, "He who can, teaches; he who can't will become a businessman, lawyer, doctor, etc.

Some of the ways they have tried to change the attitude of the public is in five main areas:

1. Ethics
2. Professional standards (what are children taught)
3. Community relations
4. Improved working conditions (taking the teacher out of economic oblivion)

Next Dr. Corey considered how to get where you are going with your group. First thru leadership that is sincere, able, aggressive but not dictatorial. Enthusiasm and dedication are important and rare qualities. Participation which starts at the "grassroots," in local

groups so that the individual feels a responsibility for helping to form the decisions. No group is stronger than its weakest link. Group solidarity--after the decision has been achieved following democratic processes where each individual has had ample opportunity to express his opinions and views, the minority must support the decision or judgment of the majority if the group is to maintain its solidarity. If public opinion knows the group is divided, the group dissolves and loses its effectiveness. Adequate finances, good personnel and communication mediums (advertising, etc.) are very expensive.

How about legislation? One person, honest and informed and sure of the group's policies should be at Sacramento to interpret the needs of the group to busy legislators. Any organized group in a free society sooner or later is confronted with the need for legislation. The person in charge of legislative matters must be honest and objective for if he misleads and misrepresents the facts, confidence is destroyed.

There should be a quick communication system from the top of the organization down so that in any moment of crisis, they can start the machinery which is necessary if legislation is to be carried out in their favor. In conclusion, it is important not to get lost in immediacies in any organization but to keep a long range outlook upon the situation. Progress depends upon the men who have a long term concept, that is, we should always keep in mind the future goals rather than immediate gains.

Following Dr. Corey's speech, there was a panel discussion consisting of Lawrence C. Powell, College, University and Research Libraries; Rosemary E. Livsey, Library Work with Boys and Girls, Harold L. Hammill, Public Libraries, Mrs. Norma Yocum, Trustee.

The panel members commented on the many significant points which Dr. Corey made and they all agreed that if the California Library Association is to grow and improve--the organization has to become more like the group organization which Dr. Corey talked about--that is an informed and dynamic organization. A point which was particularly stressed by Mr. Hammill was that the CLA should sharpen its political skills and develop a more definite program. Mrs. Yocum felt that librarians should elevate their positions in the eyes of the public and the public should be educated as to what library service really is. All panel members felt that stronger legislative relationships should be set up at Sacramento to bring the problems of the California Libraries closer to the legislature. The moderator of the group stated that CLA could learn a great deal about improving its effectiveness as an organization from the success and effectiveness of the California Teachers Association as outlined by Dr. Corey, its executive secretary. Following the panel discussion, Carma Zimmerman, State Librarian reported that there is at the present time a sub-committee of the education committee in the legislature whose function it is to consider the problems of libraries in California.

Wednesday afternoon, October 13, 1954

The public libraries section of the California Library Association had a panel discussion on the subject of, "How to assemble, understand, utilize and present statistical data for effective library management." Members of the panel were: Esther L. Mardon, Shasta County Library, Grace Murray, California State Library, David Bass, Los Angeles Public Library. Moderator was George Farrier, Alhambra Public Library. Points made by the panel members and later discussed more fully at the workshop sessions were:

1. The chairman of the Library Development Committee is determined to make a survey of the library situation in California. This step has to be taken if we are to be made aware of our weaknesses as well as our strength.

2. We should try to develop methods to establish standards, and try to apply them to each particular location. Application of standards must be tailor made.

3. Mr. Roberts, who is the Director of Finance in Long Beach was very emphatic about the importance of statistical analysis. He said that figures and statistics can be very useful and effective in budget justification. He felt that ideal standards are not too practical. Standards are useful only if they are used as guideposts to measure progress. Statistical measurements are important to show whether something is getting better or worse.

4. Miss Murray, statistician from the State Library, pointed out that even on a small scale, statistics are important because they help the whole system. You have to have some sort of statistical analysis as a basis for evaluation. If you cannot give factual information, your chances for budget support will not be as good.

In between sessions and workshops, we visited the various displays and booths which were exhibited in the Municipal Auditorium throughout the convention. Approximately 35 different exhibitors were represented. Displays included books, equipment and other related library materials.

Thursday morning, October 14, 1954

At the second general session, Dr. Frank C. Baxter, Professor of English at the University of Southern California was the principal speaker. Dr. Baxter is a reknowned TV teacher and friend of librarians.

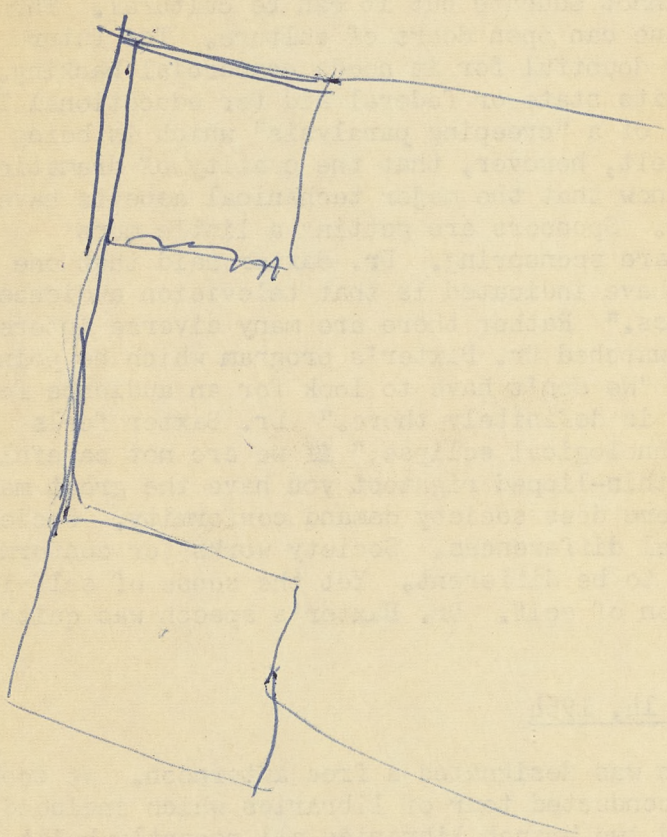
He has conducted the Shakespeare on TV course which has been so popular. He spoke from his rich experience of library use.

The following are some of the highlights from Dr. Baxter's address: He explained that his main aim has been to teach people to read. Education is not easy--it is difficult to educate people via TV for there has to be cooperation on the part of the viewer. Dr. Baxter feels that one of the curses of our times is the "curse of the digest." He feels that television cannot educate but it can be cultural. Through the medium of television, one can open doors of culture. The future of cultural television is very doubtful for it needs commercial backing. There is a law which prohibits state or federal aid for educational TV stations. Dr. Baxter spoke of a "creeping paralysis" which is being caused by television. He felt, however, that the quality of dramatic programs is getting better now that the major techanical aspects have been more or less perfected. Sponsors are getting a little more particular about what they are sponsoring. Dr. Baxter said that one thing programs such as his have indicated is that television audiences are not one homogeneous "mass." Rather there are many diverse interests, etc. About 400,000 people watched Dr. Baxter's program which he pointed out clearly indicates that, "We don't have to look for an audience for this type of program for it is definitely there." Dr. Baxter feels that, "we are doomed to technological eclipse," if we are not careful. In between leftist and the thin-lipped rightest you have the great mass. The greater the mass, the more does society demand conformity. Society says keep down the individual differences. Society works for conformity, for it does not like people to be different. Yet the sense of self is very precious--the aggression of self. Dr. Baxter's speech was quite inspiring.

Thursday afternoon, October 14, 1954

Thursday afternoon was designated a free afternoon. We took this opportunity to join a conducted tour of libraries which included one high school library, and two branch libraries all recently built. The Poly High School Library is located in the newest and largest High School in Long Beach. It is a large modernistic room on the ground floor. The circulation desk is right inside the entrance. To the left and right of the main reading room are work rooms, study rooms, etc. It is very functional as well as attractive. It is a memorial library dedicated to those students from Poly High who gave their lives while in the armed services.

The first branch visited was the East Long Beach Branch which was officially opened in August, 1948. This branch serves a population of 21,480. The book stock is 15,496 with an ultimate capacity of 25,000 volumes. The land on which it is located is 90' frontage by 85'



depth. There are 5,225 square feet, cost of building per sq. ft. was $11.50. It includes a reading room, (2,622 sq. ft.) auditorium (340 sq. ft.) staff room 12' x 15' , work room 12' x 21'. The building type was modern, brick and glass on reinforced steel. The present seating capacity--reading room, 16 juveniles, 32 adults. Auditorium, 50 folding chairs. Special features: glass front on street side, this is an excellent advertising factor especially at night. Outside exhibit case and parking area for eight cars. The land cost $10,750, the building, including shelving, floor covering and lighting $60,000.

The second branch visited was the North Long Beach Branch Library which was opened in April, 1951. This branch is outstanding. It serves a population of 25,480. The present book stock is 23,060 with an ultimate capacity of 35,000 volumes. The land on which it is located is 150' frontage X 100' depth and cost $7,110.70. The size is 6,800 sq. ft., reading room 57' x 66', auditorium 25' x 28', staff room 15' x 17', conference room and librarian's office each 11' x 13'. The building type is modern, brick and glass reinforced steel frame. Present seating capacity--reading room 44 adults, 20 juvenile, auditorium 72 folding chairs. Special features include: glass-fronted room for students or others needing to talk as they work and study; reading patio; specifically designed charging desk with formica top, outside exhibit case, work room designed for efficient use, parking area for 12 cars, all reading space in one large room which can be partitioned as desired by low stacks. This was a completely functional branch with every inch of space utilized to the maximum.

After the tour was over we visited the main library which is situated in the Civic Park site. It is an old Carnegie type structure, however, the interior is quite attractive and well planned for an older type building. The children's room is located on the ground floor. The visits to these various libraries in Long Beach were very interesting and educational.

Friday, October 15, 1954 -- Boys'and Girls' Section

The children's section of CLA is about to publish a list--"Choosing the right book," designed for use with retarded readers through junior high age.

KQED hopes to have two story telling programs, each 20 minutes a week shortly after November 1. They are gathering a staff of story tellers from the Bay Area.

The State Library has a large collection of fall children's books, (publisher's donations apparently) which have been put on a circuit. Each library keeps the collection two or three weeks and bears the expense of

shipping the collection to the next library. Annotated lists accompany the book. We had thoughtof having the books here and inviting the teachers to look at them, but we have a great many of the books. The collection is not a selected one, and it would be difficult to find the room to display it because it fills several boxes.

The children's section of the American Library Association, we learned, has asked ALA to make a survey of library work with children across the country because the quality and extent is so uneven.

Mrs. Mae Durham, librarian of Frederick Burke Elementary School Library at San Francisco State College is the new president of the children's section CLA.

A demonstration was given of the use of foreign children's books and records in a program at the library. It gave us ideaswhich we hope to incorporate in our story hours. A list of records from different countries that could be used was given to all who attended the breakfast.

There was a brief period for exchanging ideas which was quite stimulating.

One librarian has met with the PTA Reading chairman and worked up a program of cooperation.

Another librarian had a weekly pre-school story hour for a six-week period. Mothers were asked to enroll their children in order to limit the number. The mothers met with the librarian and discussed their problems while the children were in the story hour.

Miss Connor, the Art Supervisor of the Long Beach Elementary Schools gave an informal address at the afternoon meeting. She reminded us that it is silly to ask a child which book he prefers--he approaches them all with an open mind. Children as not as partial to colored illustrations as the grownups think. They like black and white pictures just as well. A well-known illustrator often comes on the scene as a "radical" and we learn to like what he is doing and then we accept him and acclaim him. Children accept a new style more easily. We must be careful that we do not allow our adult taste to "censor" our book selection.

It is impossible to write down all that we gathered from the convention; the preceding facts are some of the high spots.

Lorraine Ballardi
Rosamond Plummer

WESTLAKE LIBRARY branch opened Friday and will remain open during the remainder of the summer. The branch, located at Westlake school, is stocked with 700 children's books (pre-school to teen-age). Shown here are: back row (left to right) Mrs. Maude Hanselman, library commissioner; Mrs. Rosamond Plummer, children's librarian; Mrs. Robert Woods, book drive chairman; Mrs. Guido Pfotenhauer, Westlake PTA president; Linda Saarinen, Mrs. Lorraine Rollandi, and Irene Ailes. Front row (left to right) Joanne Aiello, Jimmy Woods, Steven Woods, Jill Pfotenhauer, Susan Pfotenhauer, and Barbara Verducci. THE RECORD photo

Book Selection For Children Completed At Westlake Branch

The children's book collection at the Westlake Branch Library is now complete with the addition of 360 new books. This makes a total of about 1600 titles, 1000 of which are part of the permanent collection being purchased by funds raised by the Westlake PTA book drive, according to Daly City Librarian Lorraine Rollandi.

For the pre-school child there are many beautiful picture books, some poetry and music books, she said. Beginning readers have their own shelf, and there is every type of story for the third and fourth grade readers. Beautifully illustrated copies of the classics, books on hobbies, handicraft, nature lore, aviation, biography, history, a varied collection of fairy tales, and every type of storybook are available for older children, she added. There is a separate section for teen-age novels.

The Westlake Branch, children's section, is located through July and August in kindergarten room 14 of Westlake school. Library hours are Tuesdays and Fridays, 1:30 to 4:30 p.m.

Westlake Library Branch Opens For Summer At School

The Westlake library branch, stocked with 700 children's books, had its grand opening last Friday. It will be open Tuesdays and Fridays between 1:30 and 4:30 p.m. for the remainder of the summer.

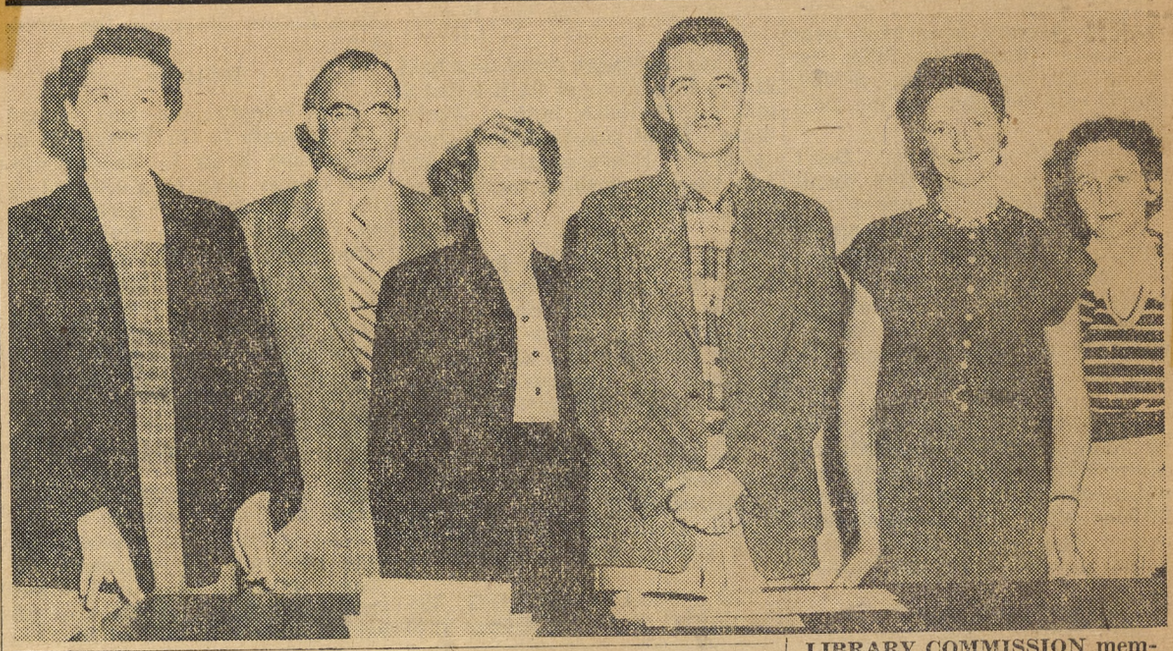
Mrs. Rosamond Plummer, children's librarian, will be in charge. She will be assisted by Linda Saarinen and Joanne Aiello, two constant users of the main library.

Five hundred of the 700 books have been provided by the county. The remaining 200 books were bought with money raised in the Westlake school PTA carnival held last December. Books range from pre-school age to teen-age.

Mrs. Lorraine Rollandi, city librarian, reports that the branch library was made possible through the united effort of the elementary school district personnel, the library commission and the Westlake school PTA.

Persons wishing to donate childrens books to the library may still do so by contacting Mrs. Rollandi.

EDITORIALS - FEATURES - COLUMNS



LIBRARY COMMISSION members pictured above are left to right, Lorraine Rollandi, librarian, Dr. Lionel Farber, Maude Hanselman, Wayne Carr, Margo Westgaard and Jane Keith. This commission was formed to aid the city government in an advisory capacity.

THE RECORD photo

Library Group

In June and July of 1952, the city council appointed four commissions to further good government and municipal activity in Daly City. Serving in an advisory capacity, commissions on police, recreation, planning and the library were created.

This being state library week THE RECORD brings to its readers this special feature on the activities of its library commission. In July, 1952, the charter members of the commission for the first time gathered to recommend courses of action to insure a modern, progressive library.

Charter Members

Under the chairmanship of Henry Sunderman, Maude Hanselman, Wayne Carr, Margo Westgaard and Jack Marsicano were appointed to the original committee. They were civic-minded citizens interested in helping their local government.

Three charter members still serve on the commission, Maude Hanselman, housewife, Wayne Carr, insurance, and Margo Westgaard, a San Francisco State college librarian, continue to donate their time toward building a sound library program for Daly Citi-zens. "Newer" members are Dr. Lionel Farber, chemist, Lorraine Rollandi, D.C. librarian, and Jane Keith, RECORD columnist.

Commission Progress

On July 1, 1953, circulation was improved by extending library hours from 36½ to 62 hours a week. This greatly benefited students of the Jefferson elementary school district. Later, a provision was made to develop a story hour program for local children.

That program now includes library visits to the schools and by the schools to explain library services and instruction in use of the library to the children. The commission explored plans resulting in the Bookmobile, serving the Westlake area in particular.

Westlake Branch

The present commission has been meeting with a library consultant discussing plans for the Westlake branch. Last week the city council tentatively ok'd a $500 allocation for building plans of the Westlake branch on Fairway drive. Chairman Carr has declared that by preparing initial plans and hiring Doelger draftsmen designers the city saves several thousands in architect fees. Carr extended an invitation to all citizens to attend meetings on the second Wednesday of each month.

In addition to supervising local activities, the commission integrates local, county, state and even national programming to provide their community with a well-balanced, well-booked library to meet the needs of an ever-expanding city.

Westlake Times
March 16 '55

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LIBRARY FRIENDS ORGANIZING HERE

The library needs friends. The Daly City Library Commission has extended an invitation to all persons interested in forming a Friends of the Library group to attend a meeting at the city hall Wednesday, February 9, at 8 p.m. to hear Mrs. J. Henry Mohr, San Francisco public library commissioner, and Rose Vainstein, state library advisor.

Mrs. Mohr and Miss Vainstein have been actively helping such groups to form throughout California and they will explain the purposes and objectives of Friends of the Library.

All civic, school, church, fraternal and social organizations in the city are also invited to send representatives.

A Friend of the Library group brings together persons interested in libraries and books to focus attention on library services and needs. It is not a policy forming group. As the PTA is in back of the public schools, so the Friends of the Library can back the library in all its activities.

The American Library Association says, "Friends of the Library are friends of the children of the community. Are you a friend?"

St. Michael's Mothers

or Funds, C

INCOMING and outgoing Daly City librarians talk shop as Miss Patricia Jeanne Clark (left) prepared to assume head librarian duties here next Tuesday. She discusses job with Lorraine Rollandi, who leaves her position after seven years service, including two years as head librarian.

THE RECORD photo

New DC Librarian Has Nearly Fifteen Years Experience

Nearly 15 years in library work is the record of Miss Patricia Jeanne Clark, 36-year-old Stockton woman who will take over as Daly City librarian November 1.

A native of Seattle, Wash., Miss Clark was educated in Califonia schools. She took her bachelor's degree at the University of Cali-

PATRICIA CLARK
. . . New Librarian

fornia, followed by a year of graduate training at UC's school of librarianship.

Her experience has been chiefly in public libraries, including Contra Costa County free library in Martinez; the Burlingame and Berkeley public libraries; the Milwaukee, Wisc., public library; and most recently the public library, Stockton and San Joaquin county, where she has been in charge of the reference department for the past five years.

She also was employed at the University of California library in its documents department while studying fo her masters degree. She is a member of the California Library association and has served actively on committees of both organizations.

Sincerely,
The Parish Committee

LIBRARIAN TELLS ROLL OF PUBLICITY IN LOCAL PROGRAM

Dear Sir,

I should like at this time to thank the editor and staff of THE RECORD for the cooperation and courtesy extended me during my affiliation with the Daly City Library.

A positive publicity program plays a very significant role in the development of a library's program, and THE RECORD's policy of publicizing items of interest to library users has been a consistent and dependable one.

I know this positive publicity program will continue, and that THE RECORD will continue to be a staunch and steadfast "friend of the library."

Thank you again for your assistance.

Yours very truly,
LORRAINE ROLANDI
Library Staff Member
1948-1955

were Frank Thur, 203, Ed Bucher, 201, and Herm Kalinin, 201.

COUNTY LIBRARIANS HONOR MRS. LORRAINE ROLLANDI AT MEET

Mrs. Lorraine Rollandi, head Daly City librarian who is leaving November 1, was honored today (Thursday) at a meeting of county branch assistants in Redwood City. Also feted was Mrs. Decima Allen, who is retiring from the San Bruno public library.

Also scheduled for today's meet was a welcome for newcomers among whom is Mrs. Julia Jaymot of the Colma branch library.

EDITORIALS - FEATURES -

JOHN DALY, for whom the city is named, was a pioneer resident and at one time, owned most of the top of the hill in Daly City. Daly, who died at the age of 81 in 1923, with seven other men founded the Dairy Delivery company which provided milk for refugees following the 1906 San Francisco fire. The pioneer is remembered by old-timers as a "grand old fellow" and a man for whom the city can justly be proud.

John Daly Sketch Tells Of Daly City's Namesake

In view of the present Daly City name-change controversy, THE RECORD is presenting this week a short history of John Daly, the man for whom the city was named.

It is interesting to note that even in 1911, they year of incorporation, citizens disagreed over the name to be chosen. "Vista Grande," "Hillcrest," and "Ocean View" were other suggestions.

In an early RECORD, it was printed how the name, Daly City, was adopted:

"The Committee having the matter in hand thoroughly considered a name. Daly City appealed to them (A. L. Stockton, C. A. Johnson and R. S. K. MacMillan). THE RECORD editor was among those who desired another name, but a personal preference on so small a matter should not stand in way of all loyal citizens.

"Furthermore, Daly City is in honor of that grand old pioneer, John Daly, whose name even now is used by the United Railroads in signs on their cars, 'Daly's Hill.' His home on the hill was established 40 years ago, when no other building of any kind could be seen from here."

John Donald Daly, who was often likened to "Buffalo Bill," was born in Boston, Massachusetts, in 1842, and died in San Francisco in 1923 at the age of 81.

About 1851 Daly came to San Francisco. After several years of working at dairy ranches in the area, he established the San Mateo Dairy at 1010 Valencia street, Daly City.

After the great San Francisco 1906 fire, Daly and seven other men consolidated and founded the Dairy Delivery company. It was this organization, guarded by the army against marauders, that distributed milk to refugees of the fire and earthquake.

Daly's early milk company is now the Borden's Dairy Delivery company.

While he was not actually engaged in the dairy business from 1906 to 1923, Daly was closely associated with it and was president of the Dairyman's Association of San Francisco.

In 1907 he disposed of his cows and land at the top of the hill in Daly City and retained three or four acres between San Jose avenue and Mission Road back of where Stockton's lumber yard was located. He moved his old horse barn from the top of the hill to this property, built a small house and devoted most of his time to raising dahlias.

BARKING DOG WARNS

Contra Costa County Library

PHILOSOPHY OF LIBRARY SERVICE

Historically, the public library was developed in the United States as an arm of free public education. The school system and the public library grew in parallel: The school system being the avenue of formal education, the public library an informal one.

The county library provides materials for all ages, from earliest childhood through maturity, on as nearly all subjects of human interest as possible, taking into consideration only budget limitations and human understanding.

The county library, while not intended as a scholarly institution, recognizes the need of the citizen whose work or interest may demand information of a highly specialized nature. For this reason, the collection contains many classics in fields of endeavor which are a part of world civilization.

It is the responsibility of the library to provide material which will enable the citizen to form his own opinions. Therefore, the library will provide books, possibly argumentative, representing the several points of view. History has demonstrated that a cause which may have been popular ten, twenty, or fifty years ago, may well be out of favor today. The holdings of the county library must reflect mature judgment and an awareness that the library, itself, will endure for the use of the citizen of tomorrow who might wish to know something of the origin and development of ideas.

The county library is a living, growing resource for educational activity, and its development is the responsibility of the County Board of Supervisors on the one hand, and the County Librarian and her staff on the other. Both the nature of the library's function and the content of the collection are strictly professional responsibilities.

No one public library stands alone in its philosophy, its content, or its functions. Only application and emphasis differ; the best thinking of the profession is applied by the individual library.

March 8, 1955

CITY OKs $500 ALLOCATION FOR LIBRARY PLANS

City council Monday night tentatively approved allocation of $500 to finance building plans for the Westlake library branch on Fairway drive.

Wayne Carr, chairman of the library commission, said by furnishing basic plans and retaining Henry Doelger draftsmen to design the building the city could save several thousand dollars in architect's fees.

The library commission has proposed that the building be financed on a lease-purchase program with Doelger, owner of the 50x100 foot site at the end of Fairway.

WESTLAKE LIBRARY PLANS READY FOR DOELGER ESTIMATE

Plans for Westlake library branch will be submitted to Henry Doelger Builder, Inc., this week for a cost estimate, according to Wayne Carr, Daly City library commission chairman.

Carr said that at a special meeting Friday night the commission completed preliminary drawings for the 50x100 foot building to be located at the end of Fairway and Park Plaza.

The chairman said he had no idea what the library branch would cost, but emphasized that there would be no "ginger bread" in the building, "only the bare necessities."

YOUR Newspaper
The Westlake Times is printed and published locally for YOU!
For news of this district READ it!

Westlake Ti

Published Wednesday | Phone PLaza 5-8543 | WESTLAKE, DALY CITY, CALIFORNIA, WEDNESDAY, JANUARY 26, 1955

City Discusses W'lake Library Site Acquisition

Daly City library commission's recommendation to purchase 5000 square feet of property for a Westlake library site was taken up by the city council Monday night.

City Administrator Dan Andersen said he was scheduled to meet tomorrow (Thursday) with Jack Kendree, managing director of Westlake shopping center, to look over possible sites here.

The commission proposes that a 50x100 foot lot be purchased for the Westlake library branch.

According to Andersen, San Mateo county has agreed to help finance the project by purchasing books and paying wages of some personnel.

However, the county will render aid only if residents of Broadmoor are allowed to use the library facilities.

Councilmen agreed to this stipulation, pointing out that county assistance in the project would mean several thousand more books and at least one more library clerk.

The library commission has tentatively selected a site at the end of Fairway drive near the shopping area.

Andersen indicated Monday that he would have something "concrete" on the library site by next week.

Commissioners are currently designing the interior of the proposed library branch.

Discussion On Colma School Work Tops Board Agenda

The Colma school activities pro-

E RECORD

, SAN MATEO COUNTY, CALIF., THURSDAY, DECEMBER 17, 1953 PHON

DINANCE IN COUR

BRARY COMMISSION INSPECT NEW FACILITIES

OKING OVER improved fa- ies at the Daly City library library commissioners yne Carr, Henry Sundermann, Jack Marsicano, Mrs. Maude Hanselman and Mrs. Margo Westgaard. Check-out stand shown in picture is one of many facilities at library that were re-arranged to make for more efficient operation.

—THE RECORD photo

nd Library Re-Arrangement; ook Capacity Is Now Doubled

e Daly City library commis- this week announced comple- of re-arrangement of local ry facilities which will more double the book capacity of ary.

ng of book shelves and and switching of check-out ds was carried out to meet the ly growth of the community's ing needs and the expected ber of books to be purchased e future.

e commission said "the new facilities will permit the library to take care of the reading public for years to come."

Special pains were also made, the commission said, to provide improved facilities for the children's room. The youngsters' room is now situated in the front of the library.

Henry Sundermann, president of the commission, said the library "looks like new now." He also pointed out that the set-up would make for further efficiency.

He said the change had brough considerable "favorable comment" om readers.

Sundermann said he hoped many new books could be added to the library in the near future.

At present, he explained, there are approximately 12,000 books in the library. The American Library association recommends that there be 2.5 books per captia. "Figuring on this basis," Sundermann said, Daly City should have at least 45,000 volumes."

Sundermann said he was confident the "council is on our side and with their cooperation in our plans the time may not be too far distant when Daly City can have a library that the reading public can be proud of and is entitled to."

At present, Sundermann continued, the commission is hampered in making library improvements by the limited budget.

Third Grade
Mrs. Beber, Teacher

Mrs. Beber's third grade class have been studying about the weaving and pottery work done by the Indians. Each child has finished doing a weaving project of his own. This week the class is starting to work with pottery and will soon have an assortment of ash trays, vases, and bowls.

The class is very proud of Jerrene Dowd's performance as Marie in the Christmas program. To Jerry Dowd goes credit for drawing the Nutcracker she used. Eugene Pardini, Molly Bernard and Steven Goldhirsch were the Russian doll dancers from our class.

Again Mrs. James Moses has decorated the Multi-purpose room, and we are enjoying the snowman and lady and the fragrant pine boughs that she put in our room.

We have made many Christmas ornaments to use in decorating the tree that George Ellis is getting us.

To one and all, a Merry Christmas from our room.

Fourth Grade
Mrs. Schober, Teacher

Plans for Christmas are a buzzing here at school. Room 9 is being readied for Christmas festivities. The children have made a huge Christmas card bordered in holly leaves. Designs were submitted by the class for a mural. Donald Bosbery's drawing, showing Santa, his sleigh and reindeer flying over the housetops, was chosen. A large fireplace with filled stockings is featured at the back of the room.

Lois Buhler from Quincy, and Eugene Lewis from San Francisco have entered our class. We are glad to have them.

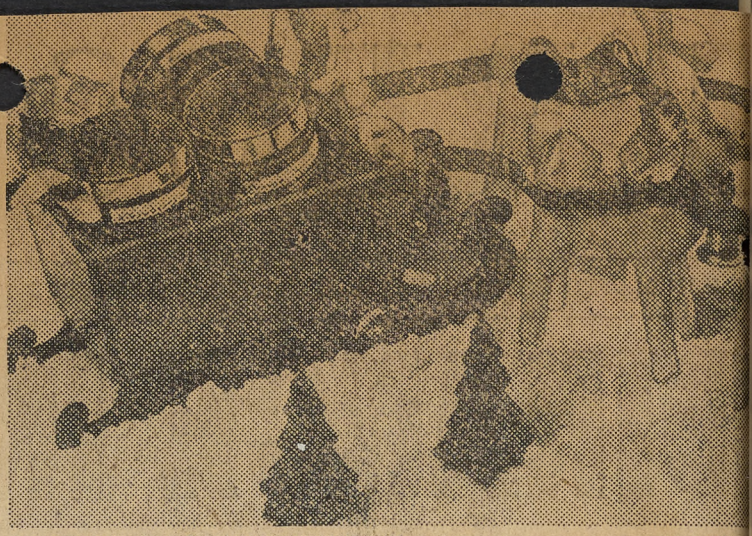
Third Grade
Mrs. Lewis, Teacher

Our Christmas PTA program was a big success! Our class presented the Trepak, a Russian dance. Laurel Kimbrell, Barbara Howser and Mark Biagi were excellent dancers and their authentic Russian costumes were beautiful.

We have two new students this month. Diane Gladstone and Robert Stout. They are enjoying being in our class.

We are in the midst of decorating our room for Christmas. It will be very colorful when we have finished all our plans.

We collected several large boxes of warm clothing for the Navajo Indians. Mrs. Lewis took the clothes to a firehouse in San Francisco where they will later be mailed to the needy Navajo Indians.



AND WITH A SLEIGH FULL of homemade sweet spreads! Thes sparkling jars of jams and jellies—made in your kitchen the eas short-boil way—fill handsome jars that can be used later for co metics. Nestled in the gaily painted toy sleigh with pine cone and holly leaves, these spreads make a Christmas gift or cente piece that will be a real holiday hit.

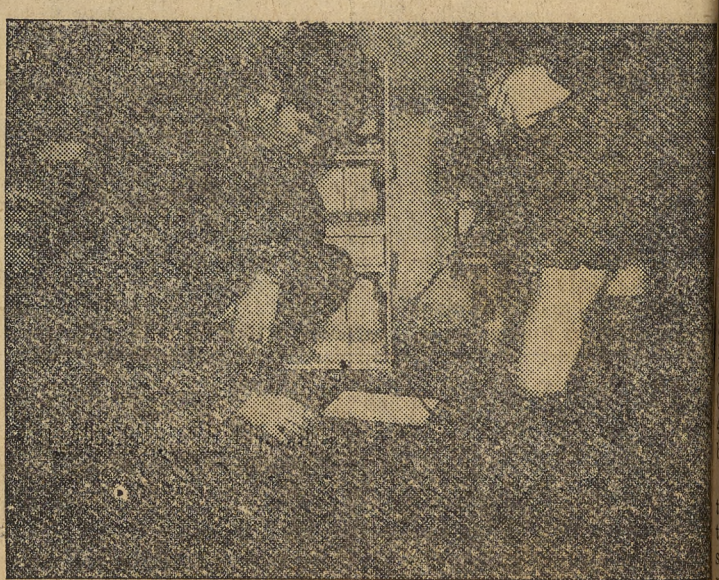
Try this easy-to-make recipe for Strawberry Jam made wit quick-frozen strawberries as a starter. When you use natural fru pectin, you cut down on boiling time so that not one bit of th delicious flavor is lost and the result is always superb. A recip folder comes with each purchase of natural fruit pectin—so tr tangy Orange Marmalade and tart Apple Jelly too—and sprea "Merry Christmas" throughout the year.

QUICK-FROZEN STRAWBERRY JAM

Yield: about 9 medium glasses

4 cups (3 twelve-ounce boxes) quick-frozen sliced strawberries
2 tablespoons lemon juice
5 cups sugar
½ bottle Certo liquid fruit pectin

Thaw strawberries as directed on package. Place in a ver large saucepan and add lemon juice. Add sugar to strawberries an mix well. Place over high heat, bring to a *full rolling boil,* a *boil hard 1 minute,* stirring constantly. Remove from heat and once stir in liquid fruit pectin. Skim off foam with metal spoo Then stir and skim by turns for 5 minutes to cool slightly, to pre vent floating fruit. Ladle quickly into glasses. Cover jam at onc with ⅛ inch hot paraffin. (ANS Features)



AFTER THE WADING PARTY, an Army Quartermaster tes trooper checks the body temperature of one of his buddies. Such sc entific experiments have made American soldiers the world's m comfortably clad and has helped them to lick a formidable enemy- the weather.

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NORTHERN SAN MATEO COUNTY'S LEADING NEWSPAPER

THE RECORD

PUBLISHED THURSDAY | PHONE PLaza 5-4321 | DALY CITY, SAN MATEO COUNTY, CALIF., THURSDAY, AUGUST 14, 1952 | PHO

Your Hometown Newspaper
Businessmen! . . . For sure-fire results in telling folks about your wares, use the pages of The Record and Shopping News.

Library Below ALA Standards

State Reports Daly City Library 35,000 Books Short Of Minimum Need

An annual statistical report from the State Library Association in Sacramento revealed today that the Daly City library has failed to keep up with minimum public library standards.

Full impact of this report is expected to result in a thorough investigation of the library setup by the newly created library commission.

Long a sore point among the 3,500 active borrowers of the library has been the shortage of books. Statistics prove this complaint to be justified.

The present stock of books at the local library stands at 9,713. Minimum standards of the American Library Association call for 2.5 books per capita for a city of 10,000 to 35,000 population. Based on Daly City's population of 18,000 there should be a minimum of 45,000 volumes in the local library.

In other words, despite a certain amount of aid from the county in supplying books, the present stock of the Daly City library is roughly 35,000 volumes or three-quarters below minimum standards.

Acute Problem

The problem is becoming even more acute, for last year the total number of new books acquired by the library was 533. Again, minimum standards call for an acquisition of at least 3,600 volumes per year—i.e., 2 volumes per capita.

In this respect Daly City conforms to standards. However, at the current average cost of books (about $3.50 per volume) and with a budget of $1,500 for acquisition of new books, this means during 1952-53 the city will acquire about 420 books, or even fewer than last year.

Borrowers Up

Figures show that 40,550 books circulated last year, an increase of 2,562 volumes over the previous year. The report also reveals the number of borrowers is increasing at the rate of some 300 a year.

It appears that not only is Daly City behind in the number of books on hand, but also is buying only enough new books at the rate of just slightly more than one per every new borrower per year.

Were this not enough, the problem arises as to facilities. The current library is much too small to handles the number of volumes on hand, and its location also makes it inconvenient to reach from the newer sections of Daly City.

These are but a few of the solutions the new library commission —Henry Sunderman, Jack Marsicano, Margo Westgaard, Wayne Carr and Maude Hanselmann— must work out.

(Editor's Note: All statistics quoted here are from the annual Daly City library report; the city budget; the American Libray Association Committee on Postwar Planning — Postwar Standards for Public Libraries; American Library Association Committee on Postwar Planning—A National Plan For Public Library Service, 194[illegible])

Neither past nor the next fiscal year's library budget is doing much to remedy the situation.

In terms of 1948 costs the American Library Association reports a minimum of $1.50 should be spent per capita on the library, or in a city of 18,000 at least $27,000.

Money Scale

However, the ALA says that for good service this should be $2.25 per capita or $40,500 per year.

"In total annual income, no library should fall below $37,500 annually. Unless public libraries meet these standards, they are not likely to be efficient," the ALA reports.

Total budget for the local library in 1951-52 was $3,300 or $18,000 below the minimum based on living expenses some four years ago. City budget for the library during the next fiscal year is little better, standing at $10,450.

As for apportionment of the funds allotted, the ALA recommends 60 per cent for salaries; books, periodicals and bindings 20 per cent; other operating expenses 20 per cent.

PUBLIC LIBRARY SERVICE STANDARDS FOR CALIFORNIA

Prepared by the California Public Library Standards Workshop held in Sacramento March 28-April 2, 1953, and continued in Los Angeles May 22-23, 1953, under the sponsorship of the California Library Association and the California State Library

Adopted by the membership of the California Library Association on November 14, 1953, at the annual business meeting of the Association held in Stockton, California.

INTRODUCTION

The public library's function in America has been established by tradition, law, and the logic of a free, democratic society. This function is to assemble, preserve and to make easily and freely available to all the printed and other materials that will assist them to:

Educate themselves continuously
Keep pace with progress in all fields of knowledge
Become better political and social citizens
Be more capable in their daily occupations
Develop their creative and spiritual capacities
Appreciate and enjoy works of art and literature
Make such use of leisure time as will promote their personal and social well-being
Contribute to the growth of knowledge.

California public librarians accept as their responsibility the job of satisfying readily the diverse needs and interests of the residents of the state through the selection, organization and arrangement of library materials and through skilled guidance in their use. The public librarians have a special responsibility to encourage the fullest possible use of library resources by all people without distinction as to class, race, or creed, and to provide information on all sides of controversial matters. In carrying out these responsibilities fully, the public librarians necessarily try to coordinate their work as closely as possible with that of other social and cultural agencies, and especially with the schools to foster and improve reading tastes in children and young people.

It has been accepted in principle that it is a responsibility of the state as part of its provision for public education to promote the establishment and development of public library service. Public libraries were organized in California as elsewhere, as independent local units, and consequently, they have not reached all the people of the state with uniformly adequate service. The revolution in transportation and communication now makes possible the use of improved highways, automobiles, trucks, airplanes, telephone, teletype, radio, and television to develop public library systems that can furnish all the people of the state with an adequate modern library service, at a reasonable cost, a service formerly possible only in the large city and county units.

To provide such total service the public libraries of various sizes need to be thought of in terms of library systems. Each system would have a

From pages 376-386 of the July, 1953, issue of *News Notes of California Libraries*, which is published by the California State Library, Sacramento.
Reissued by the California Library Association, 829 Coventry Rd., Berkeley 7, Calif. Jan. 15, 1955.

central library or libraries with branches and/or cooperating libraries, and with smaller library service points jointly providing the public library facilities of the area. Many systems will be served most effectively by a combination of basic library units and bookmobiles. Instead of wiping out existing units, establishing new units where service points now exist, or creating a single central library independently providing services to large sections of the state, these ends may be achieved by counties, districts, and municipalities working together and using the total reservoir of special materials and other facilities in the state.

With such an organizational structure the materials and personnel most needed by a locality are brought close to the user by the direct service of accessible neighborhood or small community units. The materials needed less frequently, and the technical processing of materials, are mobilized at a second level to assist all the localities comprising the library system, and the resources needed only occasionally and by specialists are maintained at the state level and are called upon as required by the service points closer to the library user.

Participation in systems of libraries does not eliminate local control of library service. It does provide, however, for maximum and economical pooling of materials, professional personnel, and technical services.

To assure the provision of this library service to all the residents of this state, the library profession has drawn up for its own use, for the use of public bodies, and for citizen groups generally, a statement of basic standards to serve as a criterion of the adequacy of the public library service in every community or area in California. The standards define only *minimum adequacy*. Many libraries go far beyond them in responding to the special needs and interests of their communities.

As basic standards, this statement defines the point below which no library system can meet the needs of its community adequately. It recognizes the variety of interests represented in the people of the state and the many resources necessary to satisfy these interests.

In addition to standards which define the public library's function in society, librarians recognize that in the performance of their tasks, they, like all public agents, need standards to test the efficiency and to promote the economy of the library's internal operations. This aspect of management must at present be dealt with largely by comparing previous and existing records in each individual library activity. In the future it is expected that libraries will develop comparative standards of economical operation.

Essentially, the standards as defined below are for total public library services available in a community or area, rather than those furnished by a particular public library. They assume there are services rendered by school, regional and state agencies as well. They define in quantitative and qualitative terms the total materials, personnel, and physical equipment necessary to render basic, modern public library services to people at any point within the state.

STANDARDS OF LIBRARY SYSTEMS

A library system will usually serve a population of 100,000 or more, and each library system should possess the facilities to supply the major age groups (adults, young people, children) with the following essential services:

Materials for home use
Reference and informational services including:
Reader guidance
Active provision for materials for existing formal and informal educational, cultural, and social groups
Compilation of bibliographies for individual use or study groups, including the special provision of such services to parents, teachers, and others concerned with children and their development
Instruction in the use of the library
Exhibits, publicity, and booklists to stimulate reading.

Services to young people should include selected special collections and free and convenient access to and encouragement in the use of adult and juvenile collections.

The materials contained in a library system should include the following:

Extensive coverage of subject materials
Large reference collections including bound volumes or microfilms of periodicals in major subject fields
Broadly representative collections of standard and classic authors
Materials in foreign langauges where needed
Materials for group work
Commercial, industrial, agricultural, historical, and other materials relating to the region
Audio-visual materials, which, in the case of films, should be supplied in most cases by membership in an inter-system film distribution circuit.

The acquisition and technical processing of the materials added to a system's collection should be centralized. These materials should be made available either in a central headquarters or within the system through an adequate central catalog, or other instrument of quick location. The materials of each system should be interchanged freely among all service outlets, and augmented as need arises by inter-library loan services.

A system in order to provide the basic services, should have librarians with professional training and specialized experience in each of the following fields:

Administration
Technical processes
Adult reference and reader's advisory work

Young people's reference and reader's advisory work
Children's reference and reader's advisory work
Extension services.

The number and type of professional staff beyond these minimums will depend on the volume and character of work performed in the library's program, the size of area, and the density and types of population served. These additional librarians need not have previous specialized experience in order to meet the minimum standards.

Working with the professional staff, approximately twice as many other employees will be required to perform the important routine and supporting tasks in a library system.

STANDARDS OF LIBRARY UNITS

In order to provide the basic library services a library unit operating as a part of a library system should have:

A good collection of printed materials available for home use
A limited reference collection
A competent professional librarian and necessary clerical assistants on duty during the hours when the unit is open to the public
Services available to the public some part of five days a week, the hours and the days to be selected upon a basis of maximum potential use
Reasonably prompt access to all basic services of the system of which it is a part, augmented by inter-library loan service providing access to state materials.

The basic library unit within a system should provide from its stock immediately at hand:

Books of general current interest for all ages
Substantial stock of standard favorites
Basic materials in public affairs, family life, health, business, education, vocations, applied science, religion, and the arts
A selection of popular magazines
Basic reference and information tools
Materials on topics of major interest to the particular community served.

A basic library unit, either in a government-owned or rented building, should contain not less than 1,400 square feet and should house a book collection of at least 7,000 volumes. More important than the total number of volumes is provision for a process of systematically acquiring, under professional direction, a good selection of up-to-date and current materials in all subjects. A program of annual discarding of out-of-date materials should also be set up and maintained.

Except in unusual circumstances, it will not be practical to set up these units in communities serving a population of less than 7,500. In cities and other areas where larger populations exist, library administrators will

find it more practical to set up larger units than those conforming to the basic standards. Their basic units should usually contain 3,000 to 8,000 square feet or more. Such units require a staff of several professional librarians and adequate clerical help. Every library system should periodically review the number and size of its units to determine whether the population will be served more soundly by fewer and larger units.

In areas where sparseness of population, geographical conditions, or other factors make the maintenance of a basic library unit impractical, the nearest equivalent in service through smaller fixed and mobile type units should be maintained.

Before making an administrative choice between a number of fixed units or a bookmobile, careful appraisal should be made of the satisfaction which the group of individuals to be served can receive from each, as well as the maximum efficient use of the library's basic book stock and materials.

Where stationary service points smaller than the basic library units are indicated, they should be carefully planned and administered to assure library users the maximum service which circumstances permit. Book collections should be interesting and varied, with a balance between recreational reading and stimulating, informative, and educational materials. The collections should be constantly supplemented by up-to-date additions, and obsolete and worn-out books should be promptly weeded from the collection. Special request mailing or other delivery service should be maintained from headquarters on a frequent and regular basis.

The personnel in charge of these small units should be carefully trained and regularly supervised by the professional staff. All book selections should be under professional control, with consideration given to the suggestions and reports of the local worker in the unit.

Where bookmobile service is indicated, careful choice of locations for stops should be made and the bookmobile well stocked with a variety of materials to fit the needs of the groups served. Bookmobiles should carry not less than 1,200 books and offer the services of trained professional librarians. They should maintain a regular schedule of well-timed visits, and the visits should be of sufficient length and frequency to offer the area service that will approach, as nearly as possible, that of the basic unit.

The entire system's pool of materials should be readily available on inter-library loan. Station wagons, trucks, bookmobiles or passenger cars should be regularly scheduled for the exchange of materials and supplies, and for professional supervision and inspection. Adequate manuals clearly describing technical processes and policies should be available to each unit.

STANDARDS OF PERSONNEL

A professional librarian, as the term is employed in these standards, is one who possesses the general and special knowledge, skills and judgment called for in selecting, organizing, clarifying, bringing to focus for ready use, and promoting the use of, library materials of different types covering the whole range of recorded knowledge; and of administering the activities that will carry out the library's function. By their complexity

and the necessary exercise of personal judgment these tasks are distinguished from the rule-of-thumb procedures and routine skills characteristic of non-professional library operations.

At present, the basic professional librarian's knowledge and skill will be acquired through graduation from college and an accredited graduate professional library school. When certification is established in California, provision should be made for full certification of graduates of library schools formerly recognized. Provision should also be made in library personnel systems for according professional status in a particular library to persons who have acquired the requisite professional knowledge and skill by means other than graduation from a recognized professional library school.

Definition of library tasks and the qualifications and pay of staff members to perform specific tasks can be determined only by means of job analysis, classification and evaluation. The legal certification of professional librarians for the professional positions in California libraries can be successfully instituted only after such classification and evaluation of positions have been made generally in the public library systems of the state.

For the beginning levels of professional library positions, pay scales should be comparable to salaries received by members of other professions with similar qualifications and length of training, and with which library schools compete for recruits. Minimum salaries of beginning professional librarians should be uniform throughout the state. The salary of the top position as public library director should be comparable to those for other directorial positions of similar complexity and scope in the jurisdiction.

For all levels of positions between the beginning and the top professional positions the library salary scale should take into consideration the responsibilities and requirements of the job, the number of people supervised, the size and complexity of the library unit. The professional salary ladder should provide a regular progression from the bottom to the top position, without large gaps between any levels, and with not more than one step overlap in salary ranges.

The salary scale should provide for a series of increments within each salary range. The award of increments should be based on quality of service, and on professional growth through further education and other means, as well as on length of service.

It is essential that the entire library staff have continuing education through an organized program of in-service training. This may be carried on by and within a library system for its staff members, or in cooperation with the State Library, the library schools of the state, or the California Library Association and its regional districts working with the library systems and their staffs.

Work assigned to individual staff members should be according to levels of difficulty and responsibility, with professionally-trained librarians assigned to the professional tasks, clerically-trained persons to the clerical positions.

Usually, library employees, as municipal or county public servants, come under the general personnel provisions of the governmental jurisdiction in which they work. When this is the case, the clerical employees should be paid the wages prevailing in that governmental jurisdiction for the same or similar types of work. And when the public library non-professional employees bear uniform titles extending over the governmental jurisdiction generally, their compensation should be adjusted upward for night, Saturday, or holiday work, or other special conditions of library employment.

Provisions regarding vacations, sick leave, paid holidays, compulsory retirement with pay and other conditions of work are a part of the actual compensation of both professional and non-professional library personnel, and are essential for recruiting and holding well-qualified employees. In addition there is a need in the profession for periodic leaves to obtain intensive specialized training.

For those library units where working conditions have not been specified for all employees within the jurisdiction, the following minimum standards are given:

Hours: not to exceed a 40 hour work week.

Leaves: three weeks annual vacation or more, and not less than two weeks annual sick leave which may be accmulated for an extended illness.

Retirement: membership in a retirement system with stated ages for voluntary and compulsory retirement.

STANDARDS OF MATERIALS

To carry out the total purposes of the public library, a collection of materials sufficient in number and variety to fulfill the modern public library's functions as defined above must be accessible to every resident of the state, either immediately through local service points, or on reasonably fast loan from a central reservoir. Library materials, as here defined, include books, pamphlets, documents, magazines, newspapers, maps, pictures, music, recordings, films, and the several media currently being developed to preserve and transmit print in compact form, such as microfilm and microprint.

The collection available must not only include the best materials of each type for the different groups, reading and age levels making up the state's population; but also must be constantly invigorated through the addition of new materials and the withdrawal of the obsolete and outworn.

It is the special duty of the public library to provide materials on controversial issues and, insofar as possible, to represent all shades of opinion in its collection.

Assuming that a library system will usually serve a population of 100,000 or more, its book collection should be supplemented by annual additions of approximately 5,000 individual book titles, and duplicates as needed.

The basic collection of periodicals for a system should include 200-300 periodicals currently purchased, with approximately 50% retained in back files.

The basic collection of newspapers for a library system should include a local paper, a regional paper, and a nationally-recognized indexed newspaper, retained in back files.

The basic film collection for a library system or inter-system circuit should consist of at least 100-150 separate titles selected for out-of-school use, with an annual purchase of at least 30 films, including 15 to 20 new titles.

The basic collection of music and non-music recordings within a library system should consist of at least 750 separate titles, with an annual purchase of at least 120 new titles, in addition to replacements.

Each library system should serve as a selective depository of state public documents and as a limited depository of Federal public documents. It should also collect and serve as a depository for documents issued by the municipal, county and other local government units within the area served by the system as a whole.

STANDARDS FOR ORGANIZATION AND PHYSICAL HANDLING OF MATERIALS FOR USE

Modern equipment and methods for the physical handling of materials should be employed in each library system. Technical processes, such as purchasing, classification, cataloging, and the preparation and maintenance of materials, should be centralized to permit the most effective and economical administrative control and direction.

Each system should keep up-to-date files on prices and sources of supply, and should establish a procedure of inspection of material received. It should purchase materials centrally under expert supervision. Book budgets should be so controlled and work so organized as to take full advantage of maximum discounts and to get materials from source to user in a minimum time.

Classifying and cataloging should be done as simply as is consistent with good modern service. Here, as in other fields of library service, personnel will be used most efficiently if professional librarians confine themselves to professional duties, such as classifying and assigning subject headings, and let clerical workers do the routine tasks of added copies, withdrawals, processing and typing. At least two clerical workers should be provided for each professional cataloger.

The circulation process, including issuance and clearance of materials borrowed, registration, reserve and overdue procedures, and maintaining circulation statistics, is better performed if treated as a clerical function and not confused in theory or in practice with professional advisory services.

Circulation and registration policies and procedures should permit a library user to borrow and return library materials anywhere in the library system. Where possible, agreements or contracts which guarantee

reciprocity of borrowing privileges should be made among library systems, to the end that all library resources are readily available throughout the state.

STANDARDS OF BUILDINGS AND EQUIPMENT

The site of a public library should be coordinated with general area planning. The building should be conveniently situated for service to the greatest number of people. There should be provision for future expansion and consideration given to adequate parking facilities.

All planning for library buildings should insure convenient service to the public, efficiency of operations, and flexibility to allow for future modifications to meet changing needs. To this end there should be, from the beginning, a competent and experienced architect working with the librarian and staff. A consulting architect and consulting librarian, both of whom have a background of successful modern library building, should be retained on all major projects.

The central or headquarters building for a public library system should be planned to house a comprehensive core collection of reference, reading, and other materials for direct public services, and to serve as a reservoir to supplement the materials in library units and service points affiliated with the system. The building should include adequate facilities for reference, circulation, reading, study, special services, extension, and group activities. It should provide adequate quarters for administration, processing and technical services, book stock and non-book storage, shipping, receiving, building maintenance, and staff facilities. Housing for mobile equipment, whether at central library or branch, should be provided adjacent to loading platforms.

The floor areas will vary with the nature and size of the core collection of materials, the degree of their concentration or disposition within the building, and the number of reading and other service areas.

Furniture and equipment for system libraries and other public library units should be functional, efficient, and aesthetically pleasing. Basic requirements for both furniture and equipment are determined by the needs of the library users and activities of the various departments. Appropriate engineering experts and librarians with special experience should be consulted, as well as the most recent technological literature in the field, when planning lighting, heating, air conditioning, acoustics, color, and intercommunication.

Bookmobiles should be planned to meet the standard specifications set by the American Library Association, but such specifications should be adapted to the diversified climate and topography of this state. This calls for specific analysis of road conditions and climate in relation to the vehicle's body specifications, insulation, heating, lighting, and air conditioning, as well as to the state and local fire and safety codes.

USES AND REVISION OF STANDARDS

These standards define the quality and quantity of personnel, materials, and equipment needed to provide basic public library services, in modern terms, to the people of California. It is anticipated that they will be found useful as criteria against which to measure present library services in the proposed survey of California libraries. The standards, used in connection with the Survey reports, will be found helpful to the California Library Association and the California State Library in planning a program for the development of public library service. They can also be used by individual libraries and groups of libraries in evaluating the adequacy of their service and in formulating their programs for presentation to governing bodies.

In order that the standards may have a continuing usefulness, it is essential that a procedure be set up whereby they may be kept in step with changing conditions and trends. It is proposed, therefore, that the California Library Association's Committee on Standards, together with members of the State Library staff designated by the State Librarian, constitute a joint standing committee to study the standards systematically and make revisions at least every five years.

The actual financial cost of these basic services will vary from one place to another and from year to year. It is important, therefore, for librarians and others making budget estimates and making plans for library development to have the standards translated into current costs. This needs to be done for the public library system that is seeking to meet the basic or minimum levels of service defined by the standards. It needs to be done in quite another way for the large number of public libraries in the state that are providing services in some or all respects above the minimums set here as standards. For these libraries, norms of actual expenditures for groups of libraries on different levels will set standards of good and of excellent services.

It is proposed, therefore, that the joint committee will be assigned the task of preparing annually and publishing in the State Library's *News Notes of California Libraries*, or elsewhere, data on current costs of library operations necessary to meet the basic standards. The State Library should prepare and publish the classified current expenditures of groups of public library systems in the state that exceed the basic or minimum levels.

1953 COSTS

As a first step in providing a translation of the standards of basic service into current costs for a library system performing such basic services only, the following approximate figures for the year 1953 are given:

Personnel

1. For beginning Junior Librarian with graduate professional edution, $3,900 a year.
2. For heads of public library systems of approximately 100,000 population, $7,020-$8,520.

Materials

3. Unit cost of books: $2.50 per volume.
4. Unit cost of periodicals: $5.00 per volume for yearly subscription.
5. Unit cost of a newspaper subscription: $22.00 per year.
6. Unit cost of films: $100.00.
7. Unit cost of recordings: $5.00 per long-playing record.
8. Unit cost of binding: $1.50 per book, $4.00 per magazine.

Equipment

9. Unit cost of library building: $12-$20 per square foot.
10. Architect's fees in California cost 8% of the building cost.
11. Furniture and building equipment will cost 15% to 20% of the building cost; in the case of larger buildings the percentage may be less.

Bookmobiles

12. A small bookmobile to hold 1,200-1,800 volumes will cost $6,500-$7,300. A medium-sized bookmobile to hold 1,800-2,700 volumes will cost $7,300-$10,500. A large bookmobile to hold 2,700-5,500 volumes will cost $9,000-$15,000.
    Prices for all sizes will vary depending on design, volume capacity, and optional equipment.

Total Costs

The current total operating costs for a library system offering only the basic library services as defined by the standards, in terms of 1953 costs, will be approximately $212,000, divided roughly according to the following proportions:

Salaries	66%
Library materials	18%
Other expense	16%

The current total capital costs for building and equipping a library system vary so much with local conditions and organization of branch or affiliated library units that no uniformly applicable figure can be established.

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CITY OF DALY CITY
California

PROGRESS REPORT OF THE DALY CITY LIBRARY COMMISSION
July 1952 - December 1953

The activities of the Library Commission during its first year and a half of operation have been directed towards achieving the following improvements in library service:

EXTENSION OF LIBRARY HOURS

On July 1, 1953 the library hours were extended from 36½ hours a week to 62 hours a week. This extension has lead to a considerable increase in circulation (the librarian reports circulation for the month of March, 1954 totalled 5,983, that for the month of March, 1953 was 4,174.) The extension of hours has also been of great benefit to the students of the Jefferson Elementary School District. Thirty classes of the district are in double session, and the longer library hours has proved of benefit to the students according to Mr. Weibel.

PHYSICAL REORGANIZATION OF THE LIBRARY

Mr. Wayne Carr drew up plans and supervised the complete reorganization of the arrangement of books and working areas in the library building. By consolidating the stack area, he increased the book capacity by 40%. Consolidation of the working areas for the staff has increased its working efficiency. Mr. Carr is still working with the librarian on plans to further reorganize the physical layout.

DEVELOPING A STORY HOUR PROGRAM FOR THE CHILDREN OF DALY CITY

The librarian, Mrs. Rollandi and Mrs. Rose Plummer, the Children's Librarian met with Mrs. Bostwick, Coordinator of Curriculum of the Jefferson Elementary School District to plan library story hours, library visits to the schools to explain library services to the children, and class visits to the library for instruction in the use of the library. Special book displays and book lists were compiled by the library to celebrate Book Week, Christmas, Boy Scout Week, etc. The Commission feels that the librarian and Mrs. Plummer have made a very significant beginning in developing library services to the school children of Daly City. An increased book budget with the resulting increase and improvement in the book collection has also made this increased service possible.

EXTENDING LIBRARY SERVICE TO THE JEFFERSON ELEMENTARY SCHOOL DISTRICT

The Commission met with Mr. Weibel to discuss the possibility of extending library services to the schools in the District. The County Superintendent gave the district legal authority to use district funds for the purpose of providing a part-time libary employee if the library would provide library materials to students enrolled in the district. The Commission was not able to enter into any such arrangement due to the fact that its library materials are barely adequate to service the residents of Daly City. After several years of improved book budgets it is hoped that the Commission can enter into some such arrangement.

IMPROVING OPERATING PROCEDURES OF THE LIBRARY

a. Mr. Marsicano drew up a work schedule for each of the four employees of the library for staffing the building during the new hours of operation. This schedule was put into effect on July 1, 1953. It involves a 40-hour work week for the three full-time employees, and a 16-hour work week for the part-time employee.

b. A committee of the Commission is studying ways and means of reducing the yearly loss of books to delinquent and irresponsible borrowers. The entire system of sending overdues and searching for such books is under study, and we feel confident future losses will be minimized.

EXPLORING FULLY THE RELATIONSHIP WITH THE COUNTY LIBRARY

The Commission met with Miss Dills, the County Librarian in January, 1953 and received a detailed account of all services rendered to Daly City by the County Library. We presented requests for further service, and most of these were granted. The Commission will constantly appraise the service given the Daly City Library by the County Library.

DEVELOPING PLANS FOR EXTENDING LIBRARY SERVICE TO WESTLAKE

The commission is exploring the following possibilities:

a. Build branch library in Westlake.
b. Buy bookmobile to operate throughout Daly City, and particularly in the Westlake area. Due to the lack of intracity transportation system, it is not easy for children from Westlake to use the library.
c. Plan for deposit collections in schools in the area.

VISITING LIBRARIES, ATTENDING MEETINGS AND CONFERENCES SPONSORED BY LIBRARY ASSOCIATIONS

Members of the Commission have visited the San Bruno and South San Francisco libraries and talked to their trustees. They have also attended special trustee meetingscalled by the San Francisco Board of Trustees and by the Trustees Section of the California Library Association. Two members of the Commission and two members of the library staff attended the Reading Conference sponsored by the C.L.A. at Stockton in November, 1953. Mrs. Maude Hanselman wrote of the conference, "I feel it has given me a new insight into our work and that it has been worthwhile and most enlightening. Perhaps in the future each member on the Commission will be able to attend a "reading conference." The Conference was concerned with "Community Concern and Activity with Reading," "Reading for Adults," "Standards for California Libraries (what is necessary to create a good library) and "Children's Reading."

August 4, 1954

Mr. Wayne Carr
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I am enclosing information which I was requested to obtain at the last Commission Meeting regarding library equipment which we are interested in purchasing.

Quotations are from the Remington Rand Company and D. Cunningham & Associates, Library & Educational Service.

Yours very truly,

Lorraine Rollandi
Librarian

Enclosures

c/c
Maude Hanselman
Margo Westgaard
Jane Keith
Lionel Farber

D. CUNNINGHAM

August 1, 1954

QUOTATION
Daly City Public Library
Daly City, California

WALL MAGAZINE SHELVING
1 Range, 3 sections, 7'6" high, metal shelving with two end panels, color as selected, consisting of: 1 centre section with 12 flat shelves (12")
2 end sections with 6 sloping and 1 flat shelf at base each section $167.96
3 top covers optional 40.80

208.76

CHILDREN'S SECTION

1 range, 4 sections, 10" x 7'6" Wall Shelving, metal, color as selected, two end panels and 4 top covers, 4 Peg Board Bulletin Boards hinged to top cover allowing 2 shelves underneath for extra storage, (Peg Board Accessories extra). Peg Board painted same color as shelves, consisting of the following:

2 sloping shelves ea. section $332.75
3 bracket shelves
2 divided shelves
1 bulletin board 36 x 24

DOUBLE FREE STANDING COMBINATION REFERENCE AND CHILDREN'S

2 ranges, 3 sections each, Tops, Bottoms, Ends, Sides to be of Birch 24" wide x 48" high consisting of 3 metal shelves and 1 flat wood shelf per section

Children's side
10" adjustable Divider (5 dividers per shelf),
3 metal and 1 flat wood at base ea. section

Reference Side
12" flat metal shelves $647.20

Wood partition between above sections (optional) to divide reference and children's section 60.00

After initial order, there will be no extra charge for color
PRICES QUOTED ABOVE ARE DELIVERED AND INSTALLED
SALES TAXES EXTRA

Please note--at the time when Miss Cunningham met with Maude Hanselman and Lorraine Rollandi at the library prior to the regular June Commission meeting, there was some discussion of combination reference and children's shelving. You will find quotations for this combination on the enclosed blue sheet. However, subsequent discussions have indicated that if a new arrangement is made in the library that this combination would not be needed. However, Miss Cunningham was not aware of this until I mentioned it to her when she visited at the library early this week. I explained to her at that time that we are considering having a separate reference section near the desk on the left wall as you enter the library. This would balance off the magazine shelving which we are planning to buy. This being the case, Miss Cunningham gave me the following quotations to fit in with this new arrangement:

CHILDREN'S PICTURE BOOK SHELVING WOOD AND STEEL COMBINATION
(as demonstrated at the June meeting)

2 Ranges -- 3 sections each wood top, sides and bottom and metal divider shelves -- 48" high by 36" wide and 10" deep, adjustable shelves, finished backs -- 18 divider shelves and 6 flat bottoms at base $576.20

This combination could be used in the present room arrangement to divide off the children's room, and it could also be adapted for use back to back or against the wall if future arrangements should make this necessary. In other words, this shelving is the type that we could use regardless of where the children's room should be.

REFERENCE SHELVING

7' 6" consisting of the following:

Metal- one base with 6 adjustable shelves
One Range of 2 sections of 10" shelving on one wall $86.10
(one end panel optional, add $22.85)

One section of 12" wall shelving
6 adjustable shelves -- one unit $55.05
(one end panel optional, $27.45 extra)

This arrangement would make the reference section more accessible to the desk and under full control and supervision of the staff at all times.

July 27, 1954

Lorraine Rollandi, Librarian
Daly City Public Library
Daly City, California

Dear Miss Rollandi:

Upon receipt of your letter of the 15th, I contacted the factory and received the following prices:

Wall Magazine Shelving in Steel, #85 grayrite finish.
7' 6" high, and each section standard 3' width. One initial, two additional wall sections, $325.11.

As an alternate, I am quoting a price, $407.25 for the above equipment with two Wide Closed End Panels and three 12" deep single Canopy Tops. We can furnish this steel equipment with any special-to-order finish for an additional 10 percent.

I am quoting on Wood Picture Book Shelving, 82" high, 3' wide with 15" deep adjustable picture book shelves, catalog #7737PH.
One initial section, $284.75. Each additional section, $202.50
The above picture book shelving can be furnished in any of our standard wood finishes at no extra cost.

Steel Unit Type Bracket Stack 7' 6" Shelving
Free Standing #75264-10W Wall section 3' wide 10" base brackets with 10" adjustable base shelf and 8" adjustable shelves above.
Initial Section $45.50 per section
Additional Section $33.50 per section
Double-faced section #75264-10D 3' wide, 10" base brackets with 10" adjustable base shelf and 8" adjustable shelves above.
Initial section $72.00
Additional section $55.25

The above steel bracket stack can be furnished in finishes other than our standard Gray-rite at an additional 10 percent.

I hope these prices will help you in your choice of equipment.

Yours very truly,

V. R. Grillo
LIBRARY BUREAU REPRESENTATIVE

VRG:dls

Commission Meeting, Wednesday August 11, 1954
8:00 P.M. Conference Room, City Hall

August 6, 1954

Mrs. Rose Vainstein
Library Consultant
The California State Library
Library-Courts Bldg.
Sacramento 9, California

Dear Mrs. Vainstein:

Thank you for your response to Mrs. Westgaard's letter.

Wednesday, August 18, 1954 is a convenient date to meet with you concerning our reorganization plans.

I will contact the members of the Daly City Library Commission to see if it is possible for some of them to meet with you at that time also.

We, too, look forward to your visit and will welcome your assistance.

Yours very truly,

Lorraine Rollandi
Librarian

c/c
Wayne Carr
Maude Hanselman
Margo Westgaard
Jane Keith
Lionel Farber

August 12, 1954

Mr. Dan E. Andersen
City Administrator
City Hall
Daly City, California

Re: Reclassification of Employees

Dear Mr. Andersen:

We wrote to you on July 20, requesting that a meeting be arranged between the Civil Service Commission and the Library Commission.

Will you kindly advise us when we can meet with this commission.

Sincerely yours,

F.C.

Frances Chapman
Secretary - Library Commission

COPY

cc: Mr. Carr
Lionel Farber ✓
Mrs. Maude Hanselman
Mrs. Margo Westgaard
Miss Jane Keith
Mrs Lorraine Rollandi

August 16, 1954

Mr. Dan E. Andersen
City Administrator
City Hall
Daly City, California

Dear Mr. Andersen:

On July 18, we requested that you have the City Auditor draw up an itemized statement showing the total expenditures on each item of the budget.

To this date we have not received this, and would appreciate your checking to ascertain if this budget has been compiled.

Sincerely yours,

Frances Chapman
Secretary - Library Commission

cc: Wayne Carr
Lionel Farber
Maude Hanselman
Margo Westgaard, Secretary
Jane Keith
Lorraine Rollandi

COPY

July 28, 1954

Virginia Metal Products Inc.
1112 First National Bank Building
Pittsburgh, Pa.

Gentlemen:

As a member of the Daly City Library Commission I have been asked to obtain information and quotations on the following items which are under consideration by the Library as part of a remodelling plan:

1. Wall Magazine racks.
2. Free-standing stacks and shelving, standard units.
3. Shelving for children's picture books.

We should also appreciate your sending us any literature you may have available on integrated installations, lay-outs for the various parts of a library and any other material which may assist us to obtain the best use of the rather limited space.

Please send the material to my home address:
159 Wilshire Avenue
Daly City 25, California

Thanking you very much,

Sincerely yours,

Lionel Farber

LF:gk

August 23, 1954

Mr. John C. Cowley
The Brookman Co., Inc.
2833 Third Street
San Francisco 7, California

Dear Mr. Cowley:

Enclosed you will find an outline of the main room of the Daly City Public Library with the proposed equipment which the Library would like to purchase as part of its remodeling program.

It will be appreciated if you will submit individual quotations for each of the following items, corresponding to the letters on the accompanying drawing:

A,B,C,D,E,G,H - single faced, metal shelving in sections along the walls, 7'6" high, except along wall A, which are to be 6'0" high.

F - metal wall magazine rack, 7'6" high, with 2 sloping sections for display and 1 flat section for storage.

I - Double faced free standing metal stacks, 5 ranges, 4 sections per range, 7'6" high, 8" shelves with one or two end panels.

We are also interested in the possible range of colors and the cost for this, if extra. In addition, we are interested in shelving for children's picture books.

Sincerely yours,

Lionel Farber
Library Commissioner

LF:fc
Enclosure

COPY

August 23, 1954

VIA AIR MAIL

Mr. John Wyatt
Hamilton Manufacturing Company
Pasadena, California

Dear Mr. Wyatt:

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Sincerely yours,

Lionel Farber
Library Commissioner

LF:fc
Enclosure

August 23, 1954

VIA AIR MAIL

Mr. S. R. Stein
The Globe Wernicke Company
Cincinnati 12, Ohio

Dear Mr. Stein:

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LP:fc
Enclosure

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Sincerely yours,

Lionel Farber
Library Commissioner

LF:fc
Enclosure

September 13, 1954

Mr. Clifford S. Brown,
Library Equipment and Constructinn Consultant
Hamilton Manufacturing Company
Two Rivers, Wisc.

Dear Mr. Brown:

We tried to contact Mr. John Wyatt in Pasadena, and the letter was returned to us "Addressee Unknown". We would appreciate your giving us a quotation on an outline of the main room of the Daly City Public Library with the proposed equipment which the library would like to purchase as part of its remodeling program.

It will be appreciated if you will submit individual quotations for each of the following items, corresponding to the letters on the accompanying drawing:

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Sincerely yours,

Lionel Farber
Library Commissioner

LF:fc
Enclosure

September 14, 1954

Mrs. G. Pfotenhauer
38 Lake Forest Drive
Daly City, California

Dear Mrs. Pfotenhauer:

Mrs. C. Rollandi, the Daly City Librarian, has reported to the Library Commission your enthusiastic response, as Chairman of the Westlake P. T. A., to the plan to start a Children's Branch Library in Westlake School. The Commission wishes to thank you and the membership of the P.T.A. for your wholehearted support of this project. It is the hope of the Library Commissioners that this Children's Library, temporarily housed on the School premises, will be the nucleus for a complete Children's Section in the future Westlake Branch of the Daly City Library in a building of its own.

There are a number of items which the Commission would like to discuss with you in person regarding the mechanics of getting this project underway. If it meets with your convenience, we should like to hold a meeting at the City Hall on Wednesday, September 22, at 8:00 P. M. It is planned to have Mr. Weibel also present at this meeting.

We hope that this date will fit your schedule and that you will be able to meet with us. We should appreciate your confirming this.

Thank you again for your support.

Sincerely yours,

Lionel Farber
Library Commissioner

cc
Wayne Carr
Maude Hanselman
Margo Westgaard
Jane Keith
Lionel Farber

September 10, 1954

Mr. Dan E. Andersen
City Administrator
City Hall
Daly City, California

Dear Mr. Andersen:

At the last regular meeting of the Library Commission held September 8, 1954, it was brought to the attention of the Commission that one of our employees, Mrs. Plumer, who has been our acting children's librarian for the past year and a half on a part-time basis, has received a salary of $1.30 per hour.

We, of the Commission, can not praise too highly the fine work Mrs. Plumer has done for us to date in this capacity. Mrs. Plumer's education, past employment, and general knowledge more than qualifies her for the position she now holds and it is felt that she has been grossly underpaid.

Mrs. Plumer has never complained to the Commission or requested a higher salary for the work she has been performing, but we feel she, no doubt, has felt she has been grossly underpaid, and we feel that to date we have taken advantage of her very good nature.

Mrs. Plumer now works on a part-time basis only and performs her duties on a hourly basis. She works from 16 to 20 hours a week. We, the Commission, propose that Mrs. Plumer's salary be raised to a rate of $2.00 per hour.

This work now being done by Mrs. Plumer on a part-time basis, we hope will in the very near future be made a regular position and given a Civil Service Classification. However, in the meantime, Mrs. Plumer should be properly compensated for her work.

Your early consideration of our proposal will be greatly appreciated.

Sincerely yours,

Wayne Carr, Chairman
Library Commission

WC:fc

DEFINATION:

Under ~~the~~ administrative direction, to plan, organize, and direct the activities of the Children's Department of the City Library; and to perform professional library work; ~~and to do related work as required.~~

Examples of duties:

Plans, directs and carries out a program of ~~children's~~ library services to children; ~~for the children of the City.~~

Meets with organizations, school classes and other interested groups to discuss the use and extension of ~~library services to children~~ the children's department; develops story hour programs; studies book reviews in order to evaluate current children's books in terms of the library's need; selects books and magazines ~~and other~~ material for the Children's Department of the Library; arranges displays and exhibits; compiles book lists; conducts classes in ~~library instruction;~~ the use of the library assists in the general activities of the library.

focus in the dept. and for distribution to parents and teachers;

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern library organization and administration of library services to children;

Children's books, sources, bibliographies, reference materials, registration and circulation procedure.

Ability to:

Plan, coordinate and direct the work of a Children's department ~~library~~ of ~~the~~ City library; promote community interest and enthusiasm in children;s library affairs

and

~~either or~~

Education:

Graduation from a four year college with specialized training in library science or teaching, or related professional work with children.

Personal Qualifieations:

All candidates must possess the personal qualifications generally recognized as essential in good public employees including integrity, initiative, dependability, courtesy, good judgment, and ability to work cooperatively with others.

COPY

hamilton
MANUFACTURING COMPANY • TWO RIVERS • WISCONSIN

September 16, 1954

AIRMAIL
SPECIAL DELIVERY

Mr. Lionel Farber
Library Commissioner
City of Daly City
City Hall
Daly City, California

Dear Mr. Farber:

We have received your letter of September 13 and were surprised that yourletter to Mr. Wyatt at Pasadena was returned marked "Addressee Unknown".

Mr. Wyatt's address is 2510 Las Lunas, Pasadena 8, California, and we have sent him your letter and the drawings and you can expect to hear from him very directly.

We are pleased to send to you herewith one each of our hammered finish color samples No. 1082, 5109, 5157, 5205, 5256, 5353, 5354, 5404, 5451 and 5452.

This will give you an idea of our finishes, all of which can be had at the same price and at no additional cost.

You will be interested to know that we bonderize all our steel, and our finishing setup is such that we can give you the choice of these and other colors which Mr. Wyatt will also show you at our basic price.

We are sure that you will appreciate the refinements we have incorporated in each of our stack constructions to make for the best possible installation, whichever design you prefer.

Sincerely yours

HAMILTON MANUFACTURING COMPANY

Clifford S. Brown

Clifford S. Brown
Library Equipment and
Construction Consultant

CSB:mp
Attach

September 10, 1954

Mr. Dan E. Andersen, Secretary
Civil Service Board of Review
City Hall
Daly City, California

Dear Mr. Andersen:

Attached please find our recommendations covering the necessary qualifications to the proposed position of Children's Librarian as discussed with the Civil Service Board of Review at a recent meeting.

In addition to the qualifications we have proposed, we believe, the requirement for the age limit should be 21-45 years and a starting salary should be set at $295.00 per month.

We would appreciate your notifying this Commission of the action taken by the Board on this matter as soon as possible as we would very much like to set up the necessary examinations at an early date.

If additional information on this matter is needed by the Board, please do not hesitate to call upon us.

Sincerely yours,

Wayne Carr, Chairman
Library Commission

WC:fc
1 Enclosure

COPY

CHILDREN'S LIBRARIAN

DEFINITION

Under administrative direction, to plan, organize, and direct the activities of the Children's Department of the City Library; and to perform professional library work as required.

EXAMPLES OF DUTIES

Plans, directs and carries out a program of library service to children. Meets with organizations, school classes and other interested groups to discuss the use and extension of the Children's Department of the Library; develops story-hour programs; studies book reviews in order to evaluate current children's books in terms of the library's needs; selects books and magazines and other material for the Children's Department of the Library; arranges displays and exhibits; compiles book lists for use in the department for public distribution and work with parents and teachers; conducts classes in the use of the library; assists in the general activities of the library.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern library organization and administration of library services to children;

Children's books, sources, bibliographies, reference materials, registration and circulation procedure.

and

Ability to:

Plan, coordinate and direct the work of a Children's Department of a City Library; promote community interest and enthusiasm in children's library affairs.

and

Education: Graduation from a four year college with specialized training in library science or teaching, or related professional work with children.

Personal Qualifications:

All candidates must possess the personal qualifications generally recognized as essential in good public employees including integrity, initiative, dependability, courtesy, good judgment, and ability to work cooperatively with others.

COPY

January 27, 1955

Mr. Joseph J. Verducci
118 Wilshire Avenue
Daly City, California

Dear Mr. Verducci:

At a special meeting of the Daly City Library Commission held on January 26, 1955, it was agreed to request a special meeting with the Council at the earliest possible date prior to the next regular library commission meeting which will be held February 9, 1955.

The Board would like to discuss urgent library business at this meeting.

I shall appreciate your contacting me regarding the arrangement of a definite date for the meeting.

Yours very truly,

DALY CITY LIBRARY COMMISSION

Wayne Carr, Chairman

Phone
Residence--PI 5-6208
Business --Ma 1-2141

c/c
Hanselman
Westgaard
Keith
Farber

I WENT TO

CARL HENEMANN

PLS-1977

May 24, 1955

Mr. Wayne Carr
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

I am enclosing a check covering your expenses to the Golden Gate District meeting at Vallejo on April 30, 1955. The other commission members who attended the conference will also be reimbursed for their luncheon expenses.

One of the main issues stressed at the Vallejo conference was that each library should have a well-defined book selection policy. I recommend that the board begin work on the formulation of such a policy as soon as they possibly can. In order to assist you in the project, I have obtained copies of book selection policies from Miss Ross for Contra Costa County Library, Stanislaus County Library, Stockton, San Joaquin County Library, Buffalo Public Library, and Enoch Pratt Free Library. I have requested additional copies of these policies and as soon as they are received they will be forwarded. Also I enclose copies of the planks for a materials selection platform which were discussed and revised following the workshop meetings at the district meeting. With this basic information, along with the Library Bill of Rights and other material which we obtained at the conference, I feel you have a good basis for the formulation of a selection policy for the Daly City Library.

I am happy to report that I received a letter from Mr. Weibel, District Superintendent of Schools for the Jefferson Elementary School, indicating that he is pleased to hear of our plans for expanding library services to the Westlake area during the months of July and August. His letter states that the school district will cooperate in every possible way in providing facilities at the Westlake School. We are now making definite plans for the summer reading program.

I should like to suggest at this time that Miss Dorothy Cunningham be invited to attend the next regular meeting of the library

commission. I feel Miss Cunningham should be informed by the board as a group about the present status of our plans for the branch. I feel she is entitled to a general report from the members, and some explanation of what future plans are and if her services will no longer be needed, she should be informed. I recommend that she be invited to attend the regular meeting June 8, 1955 so that this matter can be handled in a courteous and business like manner. As she is our library consultant, I believe she should have an opportunity to meet and talk with the new city manager regarding the present building plans as well as any future ones.

Miss Rose Vainstein has sent us a notation from the March 5, Publisher's Weekly which she thought perhaps we could use to move "hearts made of stone!"

"In the Oak Hill section of Newton, Massachusetts, V. Ciulla & Sons, the builders of the new shopping center, have given the Newton Public Library a 50-year lease on a store, 25 by 60 feet, for a branch library at $1 a year. We hope that this generous offer will set a trend in the scores of shopping centers which are appearing in the suburbs of cities across the country."

This paragraph might be useful in bringing to the attention of our reading public what other builders are doing for their community.

Yours very truly,

Lorraine Rollandi
Librarian

Enclosures - 3
Check
C.C. Book Selection Policy
C.L.A. Planks

c/c
Hanselman
Westgaard
Keith
Farber

July 19, 1955

Mr. Wayne Carr
President, Library Commission
531 Hillside Blvd.
Daly City, California

Dear Mr. Carr:

At its last regular meeting, the library board approved the hiring of help to fill the vacation vacancies and to make possible the summer branch at the Westlake School.

Mrs. Doris Rehe who has done part-time work for the city in the city clerk and treasurer's office is available during the months of July and August. She will be working at the library from June 28 through August 31 for a period of six hours per day. This schedule was approved by the board at their last regular meeting.

Mr. Howard Stites, City Manager has informed me that Mrs. Yule and Mrs. Plummer are entitled to vacation with pay, and he has authorized their eligibility for a paid vacation in a letter to the city clerk's office.

Yours very truly,

Lorraine Rollandi
Librarian

c/c
Hanselman
Westgaard
Keith
Farber

October 14, 1954

Mr. Dan E. Andersen
City Administrator
City Hall
Daly City, California

Dear Mr. Andersen:

We wish to thank you for your past efforts to secure a site for a library in the Westlake business area as part of the new annexation negotiations. We hope that the Council will see fit to adopt this as a part of a definate project. Thanking you again for your support.

Very truly yours,

Wayne Carr, Chairman
Library Commission

WC:rd

COPY

October 14, 1954

Miss Esther Bahls
3528 Fulton Street
San Francisco, California

Dear Miss Bahls:

Thank you very much for your letter of September 29th applying for the position of part time Librarian in the Daly City Library.

At this time we have no openings on our staff for a Children's Librarian, however, we have petitioned the Civil Service Board of Review of Daly City to set up such a position. When they have approved this regulation they will hold an examination open to all eligible applicants. When the examination is announced we shall be very glad to send you a copy of eligibilty requirements and the time and place of the examination.

We thank you for your interest in this matter.

Sincerely yours,

Wayne Carr, Chairman
Library Commission

WC:rd

COPY

October 14, 1954

Mr. B. C. Ross
City Clerk
City Hall
Daly City, California

Dear Mr. Ross:

Will you please send the Library Commission, in care of Mr. Carr, a monthly financial statement? We would like to have it before our regular monthly meeting, which is on the second Wednesday of each month. Thanking you in advance.

Sincerely yours,

Wayne Carr, Chairman
Library Commission

WC:rd

COPY

CIRCULATION REPORT
Daly City Library
September, 1954

NEW MEMBERS:

Adults	54
Juvenile	41
Total	95

REREGISTRATIONS:

Adult	10
Juvenile	10
Total	20

Fines $52.85

CIRCULATION:

Adult Fiction (city)	1,374
Adult Fiction (county)	309
Adult Non-Fiction (city)	660
Adult Non-Fiction (county)	163
Juvenile (city)	1,553
Juvenile (county)	167
Periodicals	401
Pamphlets	20

Days open — 24 Total Circulation 4,647

Lorraine Rollandi
Librarian

cc
Madde Henselman
Margo Westgaard
Jane Keith
Lionel Farber

September 14, 1954

Mrs. Carma R. Zimmerman
Librarian
California State Library
P. O. Box 2037
Sacramento 9, California

Dear Mrs. Zimmerman:

In response to a recent request from the Caly City Library Commission, Miss Rose Vainstein, Library Consultant, visited the Daly City Public Library on Wednesday, August 18, 1954. The Library Commission was very interested in obtaining information and professional assistance from Miss Vainstein regarding plans for reorganization and expansion of the library.

Miss Vainstein met with the librarian and three members of the Commission and discussed at great length various aspects of the intended reorganization, etc. We feel that Miss Vainstein's visit was a great help and, if possible, we should like to meet with her again at a time when all Commission members will have an opportunity to be present. I spoke to Miss Vainstein about the possibility of her returning at some date in the near future for this purpose. She was very cooperative and informed me of several dates in October when she would be able to schedule another trip to Daly City. She stated Monday, October 4, as her first preference.

At the last regular meeting of the Library Commission on September 8, the Board unanimously agreed to request a meeting with Miss Vainstein on the 4th of October if she is still available. This will be an evening meeting at eight o'clock in the City Hall.

We appreciate the assistance which you have given us through your field representative, and we hope that Miss Vainstein's services will again be made available to us as we feel her advice and guidance have been a great help.

Yours very truly,

Lorraine Rollandi
Librarian

cc
Wayne Carr
Maude Hanselman
Margo Westgaard
Jane Keith
✓Lionel Farber

Comparative chart showing library facilities available in cities of 25,000 population and less. These figures were supplied by Miss Rose Vanstein, State Library Field Representative and Consultant. This chart indicates very clearly the wide area of improvement which is necessary to bring the Daly City Library up to a minimum standard position.

City	Population	Estimated Income 1954-55	Books and Magazines	Salaries	No. of Outlets	Professional Staff	Total Staff	Book Stock	Circulation	No. of Borrowers
Burlingame	18,866	$66,186	$20,200	$44,916	Hqs. and 1 Branch	4	13	94,946	230,482	9,564
Daly City	23,201+	16,860	5,000	6,925*	Hqs. and Bkmobile	½	2 3/4	10,884**	55,692++	5,821
Hayward	24,292	49,387	6,400	36,674	Hqs.	4	9	25,055	126,448	9,109
Monterey	19,464	57,035	9,300	42,000	Hqs.	4	13¼	55,241	170,734	9,357
Napa	15,290	31,250	5,100	22,660	Hqs. and 1 Branch	3	5½	25,808	75,000 est.	5,149

* plus $400 county per month

** 9,280 city volumes
1,604 county volumes

++ 6,000 or more volumes distributed through the Westlake weekly bookmobile stop

This statistical report prepared by Lorraine Rollandi, Librarian

REPORT ON NEED FOR LIBRARY EXPANSION

The biggest problem confronting the library at the present time is an acute shortage of floor space. Because of this, the shelving conditions are also crowded. Even with the installation of new shelving, the maximum number of books which can be housed is 12,000 volumes in the present building which has approximately 1,959 square feet.

This maximum can be realized only by the further curtailment of the reading and table space for the public. In order to utilize the complete floor area, almost all of the tables would have to be removed leaving no facilities for public reference work, reading, and study.

According to the California Library standards which were adopted by the California Library Association in October, 1954, the absolute minimum floor space for any library unit is 1,400 square feet. The desirable area recommended according to these standards (which all California Libraries are endeavoring to achieve) is 3,000 to 8,000 square feet, depending on the population served.

These figures clearly indicate how far below standard Daly City Public Library is for the population it is required to service. With expanded floor area, additional shelves and books, reference tables, etc., can be added which are basic equipment to any properly functioning library unit.

As indicated above, a need for expansion of the present building as well as a unit to service the Westlake area is very critical.

The number of volumes stocked as indicated by the chart as of June 30, 1954 is 10,884 -- the number of new titles added during the fiscal year ending June 30, 1954 was 1,227. During the current year, with the increased book budget allowed, this figure will be even greater.

If something is not done soon to improve facilities, there will be inadequate room for shelving new books acquired during the fiscal year 1955-56.

This problem requires immediate attention.

Lorraine Rollandi
Librarian

SAN FRANCISCO PUBLIC LIBRARY
CIVIC CENTER, SAN FRANCISCO 2

OFFICE OF THE SECRETARY

February 1, 1955

Dear CLA Member, Trustee or Friend:

Legislative action in the interest of California Libraries is soon to be considered in Sacramento, after the current five week recess.

The CLA has an active Legislative Committee working out details, with Mrs. Bertha Hellum, County Librarian, Contra Costa County Library, as Chairman.

We need other members and Friends of Libraries to support the program on the local or grass roots level. That means enlisting the support of Librarians, Trustees and Citizens, not necessarily CLA members, to contact their Assemblymen and Senators to support the bills; AB 3233: that asks for an amount of money, $29,100, to supplement the State Library budget to conduct a State survey of public libraries; the second: AB 3234, asks to establish the position of School Library Consultant in the State Department of Education.

Will you serve as a member of a sub-committee to alert the groups mentioned above in the Golden Gate District? Or, will you appoint a member of your staff to serve?

Also, will you set up a committee of your own of local "Friends" and Citizens who will assist in this legislative activity? They should be willing to contact their Legislators during the recess interim and later when the bill comes up for debate.

CLA Legislative Link, Volume 2, No. 1, gives more specific information. Follow this line of communication for "Call to Action" directives.

Yours very truly,

Lucile W. Mohr

Address:
2 Castenada Avenue
San Francisco 16, California

Mrs. J. Henry Mohr, Commissioner
San Francisco Public Library
CLA Legislative Committee Member

CLA LEGISLATIVE LINK Vol. 2, no. 1 January, 1959

"NEW BILLS IN LEGISLATURE SET RECORD"

California lawmakers set out on a five-week recess last Friday, leaving behind 5,742 bills to consider after their return Feb. 28th. Among these are at least two of special interest to every librarian and friend of libraries: AB 3233 (for a public library survey) and AB 3234 (for a school library consultant service)

It will be several days before any of us will be able to obtain copies of the bills to read, but from telephone conversation with Ernest R. Geddes of Claremont, we learn that co-sponsors of the bills with him are J. Ward Casey of Brawley, Walter Dahl of Piedmont, Donald Doyle of Lafayette, and John L. E. Collier of Los Angeles. Please call these men -- those of you who are constituents of theirs -- and express your appreciation for their sponsorship.

We have a long way to go before these bills become law: please, each of you, send to The Bill Room, State Capitol, Sacramento, California for your two free copies of each of these bills. If you need more than two copies, send them 1¢ for each copy requested. Do NOT send to the legislative committee of CLA for copies of bills; we have no readier access than any other citizen.

Enclosed is a list of members of the Legislature of particular interest to us this session: members of the Assembly Ways & Means Committee, Assembly Education Committee, Senate Finance Committee, and Senate Education Committee.

So, now you know what to do? Re-read your CLA LEGISLATIVE LINKS, v.1, #1-2; when you see your legislators or write to them, be sure you know WHY you want passage of these bills.

(1) a general diffusion of knowledge and intelligence is essential to the preservation of the rights and liberties of people;
(2) establishment and maintenance of adequate state and local public library service and facilities are an integral part of the educational program of a great state;
(3) the rapid growth of the population and the mobility of people have outmoded the legal framework and financial limitations of public libraries in Calif.;
(4) the prospects for a continuation of population growth make imperative coordinated planning for the future;
(5) there has been no comprehensive review of public libraries since the 1909 and 1911 laws: etc., ad infinitum.

We are asking for $29,100 for special studies as follows:

(1) Analysis of public library resources, services and use throughout the state and more intensive study of a few areas selected as representative of the whole state;
(2) Inventory of tax resources, financial support and cost of services of California public libraries;
(3) Studies of the resources of elementary and secondary school libraries and their relationships to the public libraries in the same areas;
(4) Intensive study of the entire structure of public library government and library law, to include local charters and ordinances as well as state law.

Mrs. Bertha D. Hellum, Chairman, CLA Legislative Committee: P.O.Box 583, Martinez
Coit Coolidge, vice-chairman; Richmond Public Library
Mrs. J. Henry Mohr, trustee, San Francisco Public Library -- Golden Gate District
Howard Rowe, Humboldt County Library, Eureka Redwood District
Elizabeth Eubank, W llows Public Library Mt. Shasta District
Arthur Marquardt, trustee, Lodi Public Library Golden Empire District
Catherine Chadwick, Taft Branch Kern County Library Yosemite District
Katherine Laich, Los Angeles Public Library Southern District
Richard Blanchard, Colleges Co-ordinator; Maurine Sims, Schools Co-ordinator,
June Bayless, Federal Relations Co-ordinator; Thomas Dabagh, Legal Consultant;
Margaret Girdner, Public Relations Consultant.

California 1955 Legislature

Assembly Ways & Means Committee:

**	Frank P. Belotti	(R)	P.O. Box 1025, Eureka	
	Lloyd W. Lowrey	(D)	P.O. Box 23, Rumsey	(vice-chrm)
	Gordon A. Fleury	(R)	Rt. 3, Box 1222-R, Sacramento	
	S. C. Masterson	(D)	1307 Scott St., El Cerrito (6)	
**	Carlos Bee	(D)	1784 Fairview Ave., Hayward	
	Thomas W. Caldecott	(R)	2965 Magnolia St., Berkeley	(Chrm)
	Caspar W. Weinberger	(R)	3477 Pacific Ave., San Francisco	
**	Edward M. Gaffney	(D)	295 Sanchez Street, San Francisco	
	Glenn E. Coolidge	(R)	P.O.Box 308, Felton	
**	Bruce F. Allen	(R)	160 North Cypress Ave., San Jose	
	Ralph M. Brown	(D)	P.O. Box 1292, Modesto	
	George A. Clarke	(R)	Box 56, Planada	
	Wallace D. Henderson	(D)	3643 Kerckhoff Ave., Fresno	
	William W. Hansen	(R)	3435 S. Walnut Ave., Fresno	
**	Dorothy M. Donohoe	(D)	2403 La Siesta Drive, Bakersfield	
	Herbert R. Kocksiem	(R)	2971 Caspian Ave., Long Beach	
	Frank Lanterman	(R)	4420 Encinas Drive, La Canada	
	Thomas M. Erwin	(R)	1016 North Willow Ave., Puente	
**	John L. E. Collier	(R)	5332 Hillmont Ave., Los Angeles (41)	
	Charles J. Conrad	(R)	13444 Moorpark St., Sherman Oaks	
**	Joseph C. Shell	(R)	611 South Muirfield Road, Los Angeles	
	Lester A. McMillan	(D)	2771 Forrester Dr., Los Angeles(64)	
**	Carley V. Porter	(D)	401 West Palmer Ave., Compton	
**	Jack A. Beaver	(R)	635 Orchard Dr., Redlands	
**	LeRoy E. Lyon, Jr.	(R)	528 Princeton Circle West, Fullerton	
	J. Ward Casey	(R)	413 South Imperial Ave., Brawley	
**	Sheridan N. Hegland	(D)	9045 Madison St., La Mesa	
	Jack Schrade	(R)	119 North Magnolia, El Cajon	

** also on Education Committee

EDUCATION COMMITTEE members, in addition to those ** above, are as follows:

Mrs. Pauline L. Davis	(D)	Portola	
Don Hobbie	(R)	Canyon Highlands Drive, Oroville	
Samuel R. Geddes	(D)	1621 East Ave., Napa	
Donald D. Doyle	(R)	3163 Stanley Blvd., Lafayette	(chrm)
John J. McFall	(D)	215 N. Sherman Ave., Manteca	
Walter I. Dahl	(R)	418 Blair Ave., Piedmont	
Edward E. Elliott	(D)	2250 Whittier Blvd., Los Angeles	
Ernest R. Geddes	(R)	560 Harrison Ave., Claremont	
Vernon Kilpatrick	(D)	3715 Abbott Road, Lynwood	
Jesse M. Unruh	(D)	628 West 57th Street, Los Angeles (37)	

SENATE FINANCE COMMITTEE

Ben Hulse	(R)	P.O. Box 321, El Centro	(chrm)
Charles Brown	(D)	Shoshone	(vice-chrm)
Arthur H. Breed, Jr.	(R)	1111 Jackson St., Oakland	
Randolph Collier	(R)	Yreka	
** Nelson S. Dilworth	(R)	Rt. 1, Box 120, Hemet	
** Hugh P. Donnelly	(D)	953 Sierra Drive, Turlock	
James J. McBride	(D)	P.O. Box 708, Ventura	
Harry L. Parkman	(R)	1450 Canada Road, Woodside	
Clarence C. Ward	(R)	230 La Arcada Bldg., Santa Barbara	
J. Howard Williams	(R)	920 North E St., Porterville	

** also on Senate Education Committee

Fred Weybret	(R)	22 Hawthorne Street, Salinas

SENATE EDUCATION COMMITTEE, in addition to those ** above:
(Donnelly, chairman)

Alan Short	(D)	1220 No. Van Buren St., Stockton (vice-chrm.)
Paul L. Byrne	(R)	244 West Third St., Chico
Nathan F. Coombs	(R)	Migliavacca Bldg., Napa
Jess R. Dorsey	(R)	1028 Q St., Bakersfield
Donald L. Grunsky	(R)	130 Rogers Ave., Watsonville
Harold T. Johnson	(D)	423 Grove St., Roseville
George Miller, Jr.	(D)	1016 Nevin Avenue, Richmond
John A. Murdy, Jr.	(R)	6662 Heil Ave., Huntington Beach
A. W. Way	(R)	1864 Heather Lane, Eureka

CIRCULATION REPORT
Daly City Public Library
January, 1955

NEW MEMBERS:

Adults	60
Juvenile	71
Total	131

REREGISTRATIONS:

Adults	11
Juvenile	27
Total	38

Fines $88.10

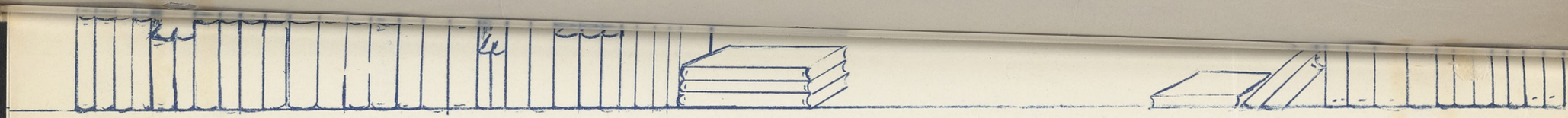
CIRCULATION:

Adult Fiction (city)	1,483
Adult Fiction (county)	389
Adult Non-Fiction (city)	1,074
Adult Non-Fiction (county)	193
Juvenile (city)	2,137
Juvenile (county)	224
Periodicals	508
Pamphlets	59
Total Circulation	6,067

Reference -- 644
Days open -- 25

Lorraine Rollandi
Librarian

cc
Maude Hanselman
Margo Westgaard
Jane Keith
Lionel Farber



ANNUAL REPORT

1953/1954

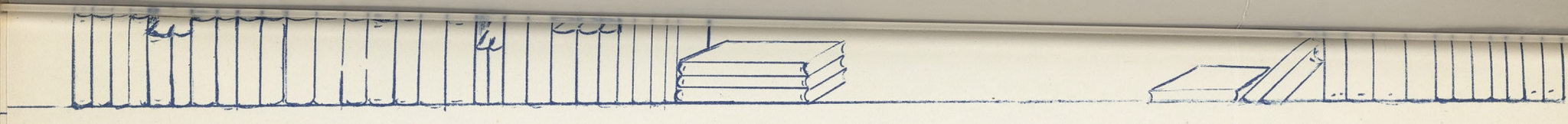
SAN MATEO COUNTY FREE LIBRARY

Virginia L. Ross
County Librarian

SAN MATEO COUNTY BOARD OF SUPERVISORS

Martin A. Poss, Chairman
Thomas J. Callan
Alvin S. Hatch
E. R. MacDonald
William M. Werder

E. R. Stallings
County Manager



FUNCTION OF COUNTY LIBRARY:

"Libraries exist to make books useful to people." It is the function of a public library to serve the community as a center of reliable information and, through books and other library materials, to provide the opportunity for education, recreation and inspiration. The special function of the County Library is to make library services available to residents of the County who are not served by independent municipal libraries.

In addition to its community services, the County Library also serves 38 elementary schools in the County. This service includes the purchase, processing and supplying of supplementary text books, recreational books, and other library materials to the schools.

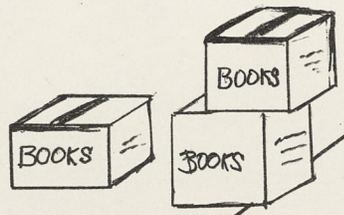
This report tells how we supply library services, and how these services were used in the fiscal year ending June 30, 1954 . . . . . .

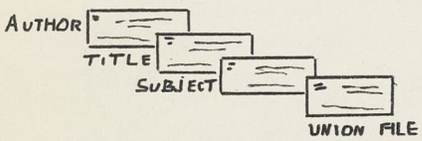
COUNTY LIBRARY HEADQUARTERS:

ADMINISTRATION

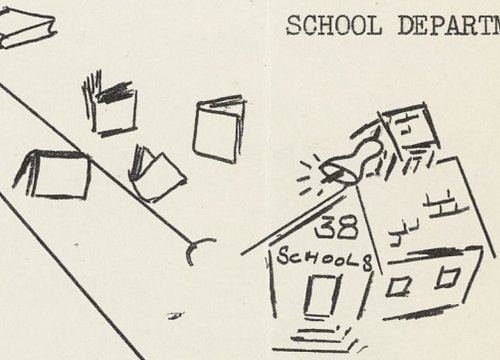
County Librarian

DEPARTMENT OF
ACQUISITION
CATALOGING
PROCESSING



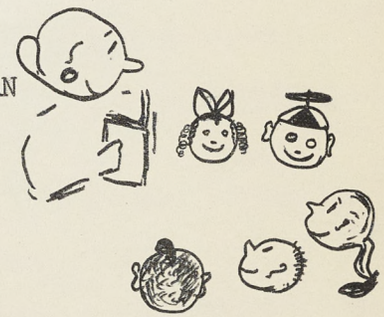


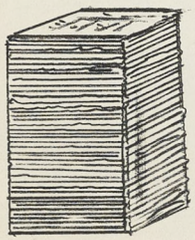
SCHOOL DEPARTMENT



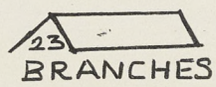
BRANCH DEPARTMENT -
SUPERVISION OF SERVICE OUTLETS

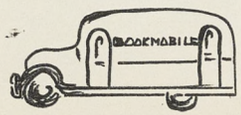
CHILDREN'S LIBRARIAN





RECORDS





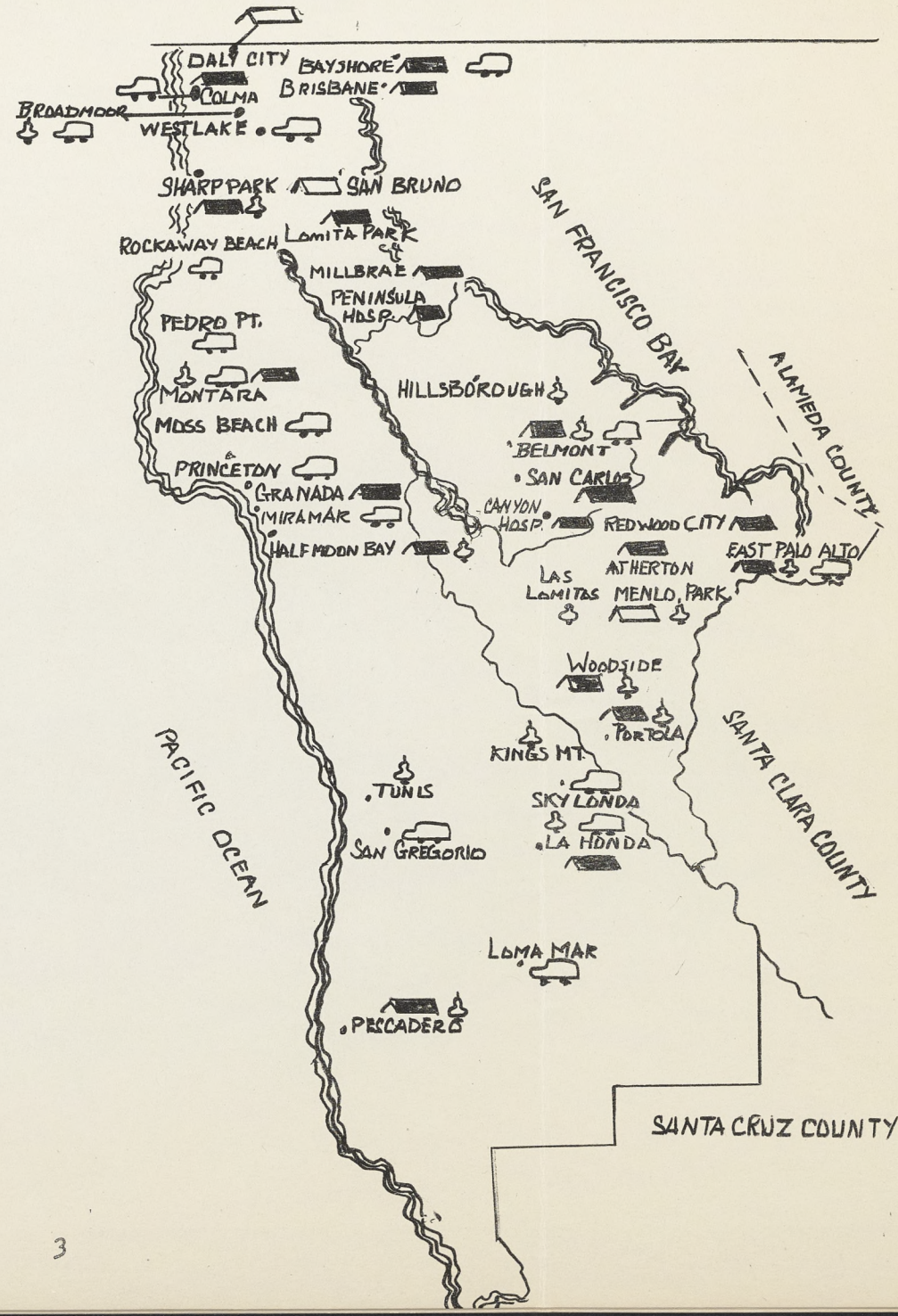
BOOKMOBILE

REFERENCE
LIBRARIAN

SPECIAL
REQUESTS

SERVICE OUTLETS ...

23 Branches & Affiliated Libraries
22 Bookmobile Stops
38 Schools



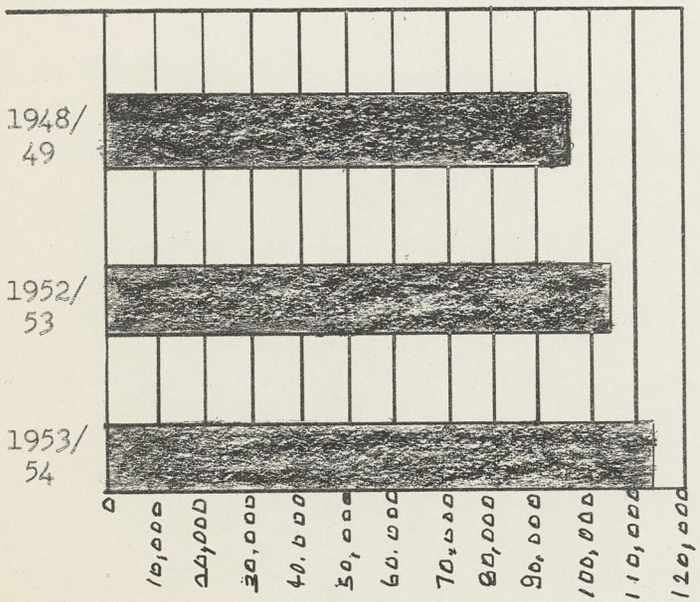
Legend:
Branches
Affiliated Libraries
*Bookmobile Stops
*Schools

*Bookmobile and School symbols can represent more than one bookmobile stop or school.

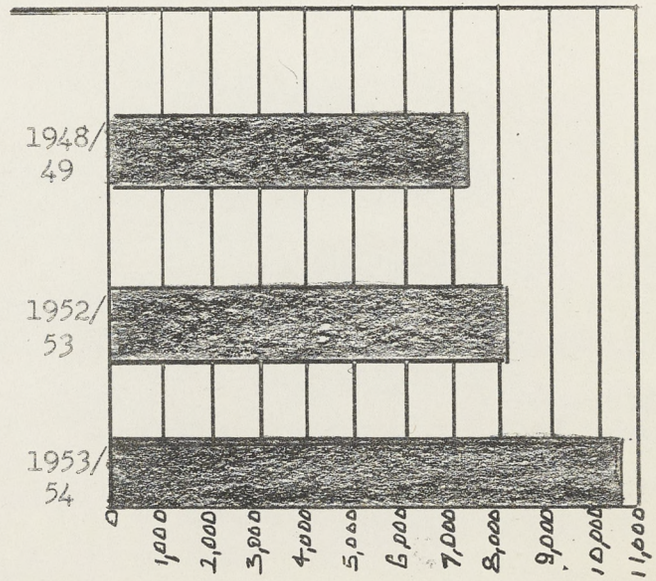
RESOURCES ...

GENERAL COLLECTION - BOOK STOCK

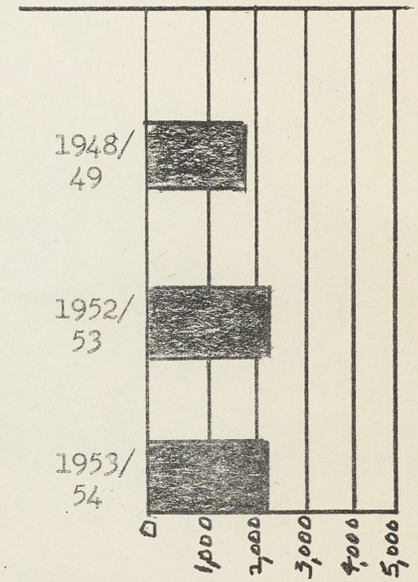
TOTAL VOLUMES



NO. VOLUMES ADDED



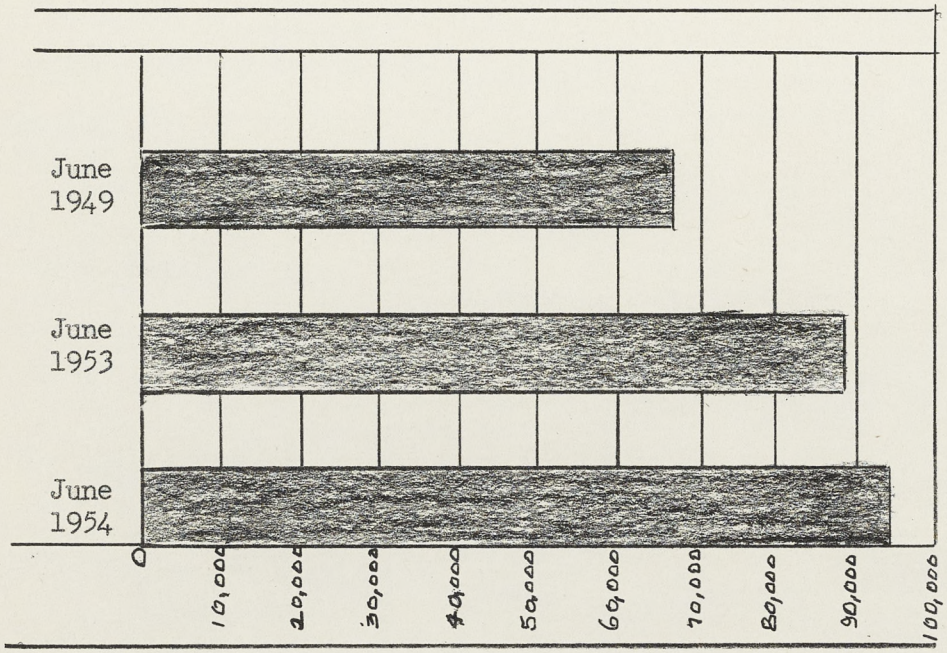
NO. TITLES ADDED



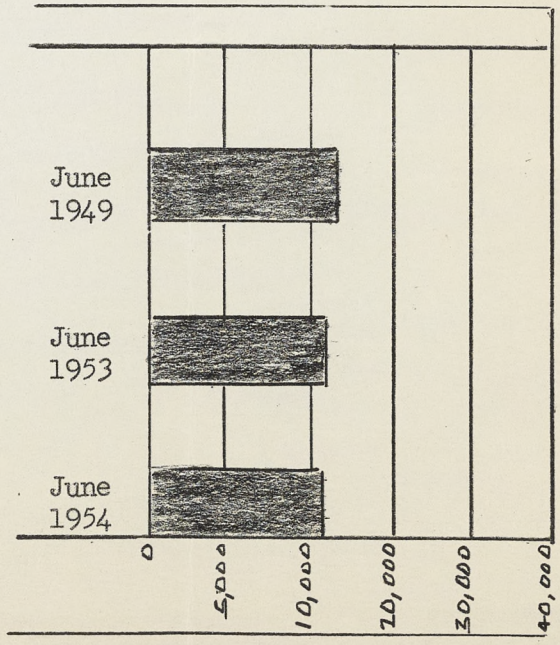
RESOURCES ...

SCHOOL DEPARTMENT - BOOK STOCK

TOTAL VOLUMES

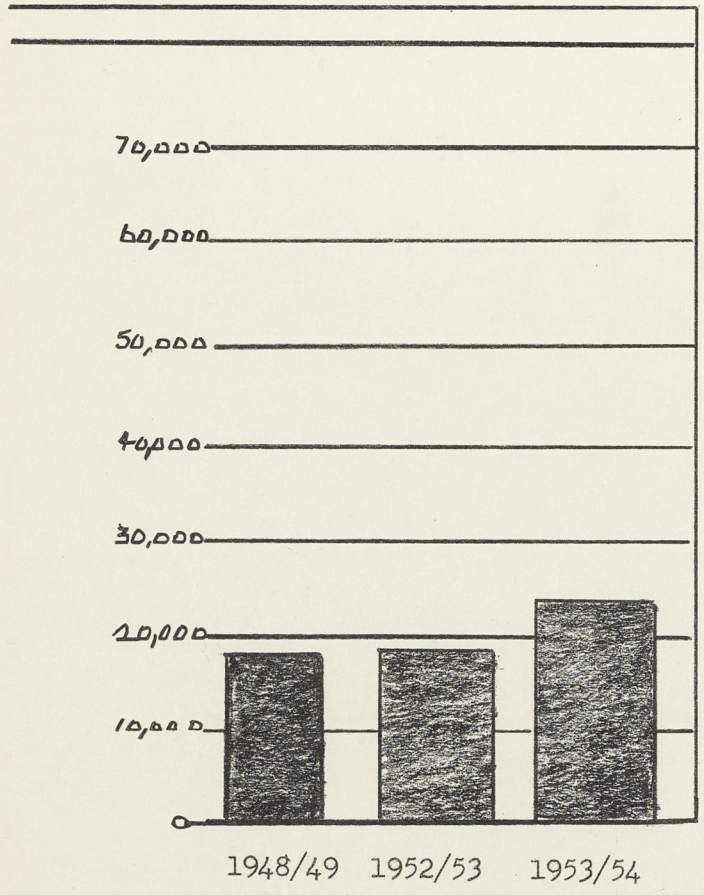


VOLUMES ADDED

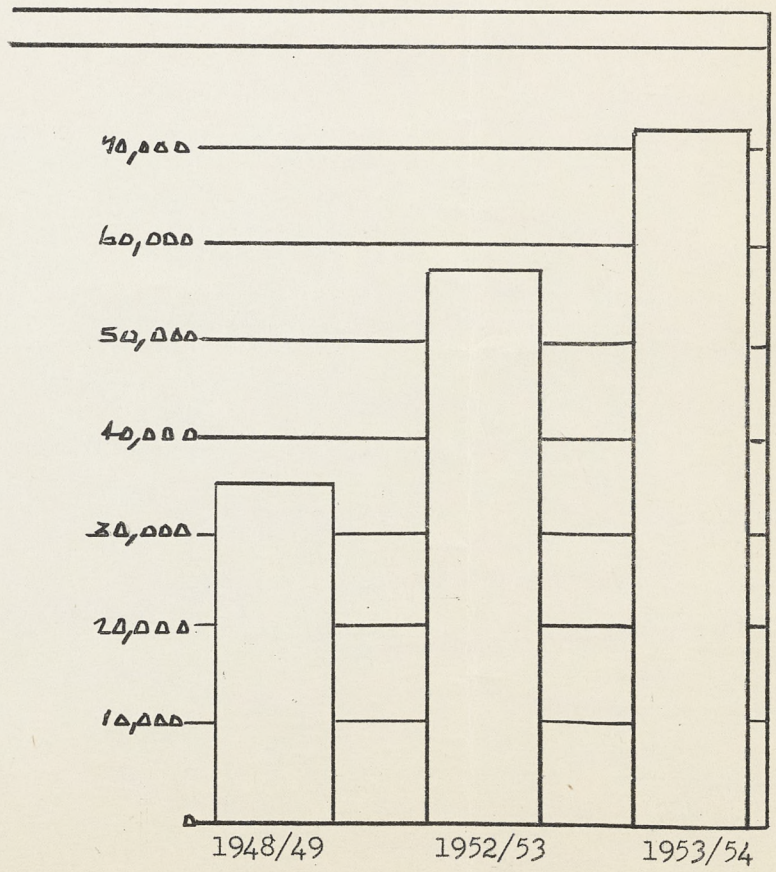


RESOURCES ...

BOOK SHIPMENTS TO BRANCHES

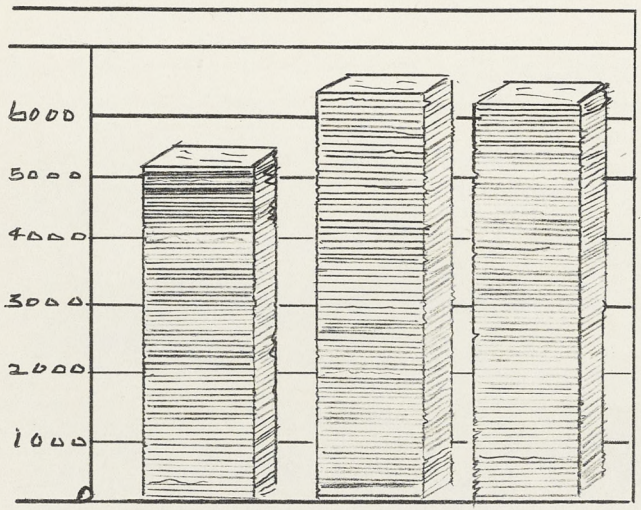


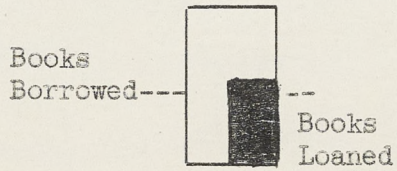
BOOK SHIPMENTS TO SCHOOLS



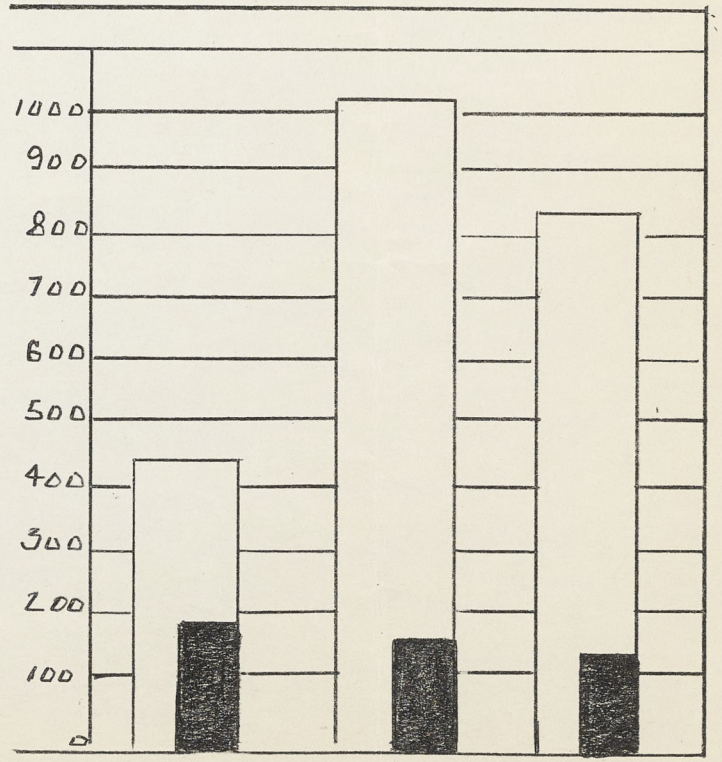
RESOURCES ...

SPECIAL REQUESTS



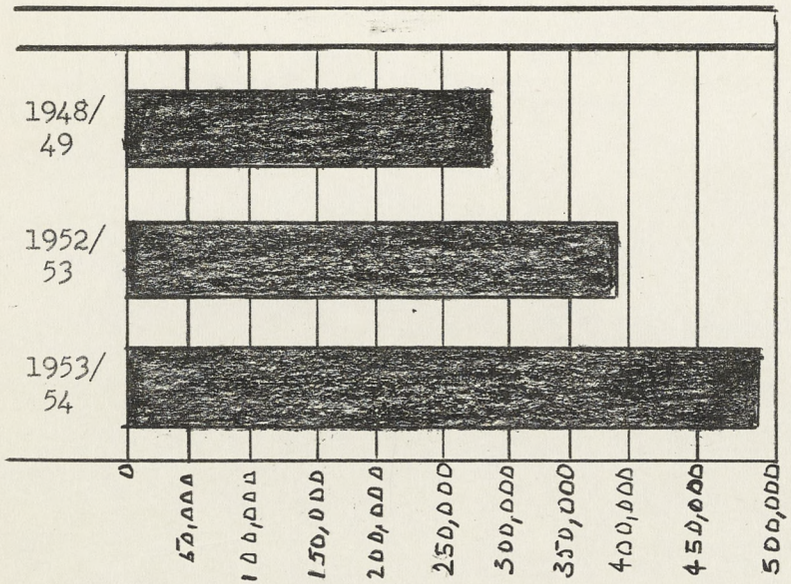


INTER-LIBRARY LOANS

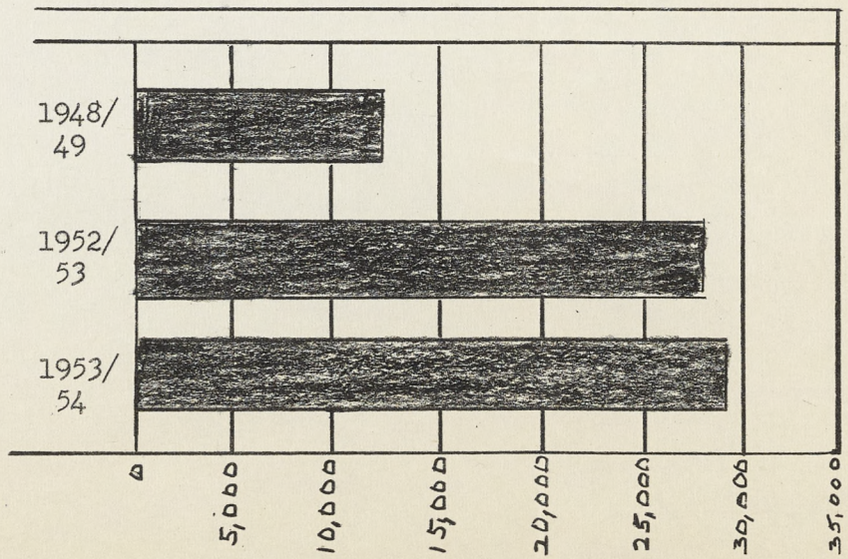


USE OF SERVICES ...

CIRCULATION



BORROWERS



PERSONNEL ...

A skilled staff is required in order to make books useful to people. In June 1954, 50 people were employed by the County Library, comprising a total of 30.3 full time employees. There were 21 staff members at headquarters, 29 in the branches; 12 of the 50 employees were professional librarians. During the year the library staff provided instruction to 92 groups on the use of books and libraries, set up 15 book exhibits at community meetings and gave 40 talks before community groups on books and library services.

Miss Clara B. Dills retired as County Librarian on January 31, 1954. Miss Dills had served as County Librarian of San Mateo County for 23 years. Under her guidance, the County Library grew from a small, largely rural service, with an annual circulation of 63,815 books, to a large system, which last year issued 459,537 books.

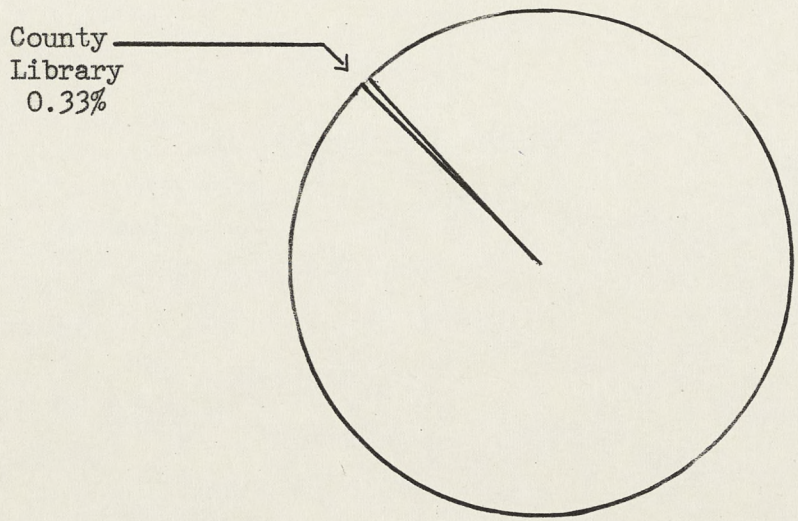
NEW SERVICES ...

In 1953/54 the County Library instituted two new technical services: a program of microfilming county newspapers which are kept as a matter of historic and official record, and the multi-lith duplication of catalog cards.

FINANCES ...

Total County Budget $ 49,565,287.98

County Library Budget $ 164,217.00 or 0.33%



FINANCES ...

The County Library is supported by a County Library tax, levied only upon areas served by the County Library. The tax rate for the fiscal year 1953/54 was .066¢ per $100 assessed valuation.

Income 1953/1954

County Library Fund

County Library Tax	$ 152,377.03	
In lieu of taxes	276.08	
County general fund	6,588.00	
Reimbursement M.P. salary	35.10	
Fines and lost books	4,892.76	
Refund from State Library	2.25	
Balance, prior obligation	6.42	
Transfer from Contra Fund	1,470.00	
	165,647.64	
Balance from previous year	9,933.04	
Total		$ 175,580.68

Expenditures 1953/1954

County Library Fund

Salaries	$ 110,691.72	
Books & library materials	27,549.57	
Maintenance & Operation	25,147.93	
Sub Total	163,389.22	
Capital Outlay	5,303.28	
Total		$ 168,692.50
Balance		$ 6,888.18

FINANCES ...

School Districts served by the County Library pay into the County Library Contra Fund on the basis of $75 per 35 units of average daily attendance or fraction thereof and for each 300 units of average daily attendance in the district during the preceding fiscal year. The Contra Fund is used primarily for the purchase of books and library materials. In 1953/54, 7% of the Contra Fund was used toward operating costs of the School Department of the County Library.

Income 1953/1954

Contra Fund

Received from School Districts	$ 21,000.00	
	$ 21,000.00	
Balance, previous year	35.28	
Total		$ 21,035.28

Expenditures 1953/1954

Contra Fund

Books & library materials	$ 15,243.91	
Maintenance & operation	258.88	
Transfer to County Library Fund	1,470.00	
Total		$ 16,972.79
Balance		$ 4,062.49

OFFICE OF CITY ATTORNEY

November 1, 1955

OPINION

SUBJECT: Status and Functions of the Board of Library Trustees

TO: Board of Library Trustees

ATTENTION: W. G. Webster, Secretary.

This is in answer to your letter of September 21, 1955, requesting the opinion of this office as to the status and function of the Board of Library Trustees of the City of Hayward under apparently conflicting city ordinances and state statutes. Parenthetically, it would appear from your letter that you have gone into the matter rather extensively already.

Hayward is a city of the sixth class organized and existing under the general laws of the state (as distinguished from those cities having charters from the state) and as such derives its authority from such general laws of the state and, of course, the Constitution of the State of California. If a city ordinance of a general laws city conflicts with general laws of the state, the latter prevail; furthermore, this is true even within the field of municipal affairs (Art XI, Sec XI, California Constitution; Tolman v Underhill, 39 C 2nd 708 at 712).

Thus, it is necessary first to look to the state laws under which the city library was established and to ascertain their meaning. Thereafter, the laws of this city can be examined and their validity established by measure against the general laws of the state, after which the question of any conflicts among the several ordinances which are valid under state law can be resolved.

The Hayward city library was formed by an election held on the 13th of April, 1896, at which five members of the Board of Library Trustees were elected, pursuant to the library act of 1880 (Stats 1880, chap 126, p 231). This act was repealed by the Statutes of 1901, chapter 170, which provided (p 560) "that as to existing libraries this act shall be deemed a continuation thereof, and such libraries shall be governed hereby accordingly". This 1901 act evolved into the present municipal library act contained in the Education Code, Div 11, chap 4 (Sections 22201 et seq), which by Section 22264 continues in existence municipal libraries established and existing on June 11, 1909, under the library act of 1880. Therefore, the cited portion of the Education Code is the source of authority for and limitation of authority upon the city and the Board of Library Trustees with regard to the city library.

It might be noted there is a general grant of authority in the Government Code, Section 39732, for cities of the sixth class to "acquire, own, construct, maintain, and operate... public libraries". In Library Trustees vs Hanford, 2 C A 760, it was held that, where a Carnegie foundation gift for a public library building had been made to the City of Hanford, by such name, and there was a city library and board of library trustees established under the 1901 act, the board of trustees of the city nevertheless had the power to receive the gift and build a library building under the enumerated powers of a city to purchase, acquire, lease, or receive real estate as necessary for municipal purposes; to erect public buildings, and so forth; and to acquire, own, construct, maintain, and operate public libraries, and the 1901 act did not apply to all libraries, but only to such as might be established under its provisions. In view of the manner of the establishment of our city library and board of library trustees, however, it must be held the provisions of the Education Code control our situation.

COPY

You have indicated some familiarity with the statutes in the Education Code concerning municipal libraries, but they are outlined again for purposes of clarity of this opinion when taken by itself.

Section 22212 provides: "The public library shall be managed by a board of library trustees, consisting of five members, appointed by the mayor...., with the consent of the legislative body of the municipality". (emphasis supplied).

Section 22213 provides: "The trustees shall hold office for three years..."

Section 22216 provides: "Boards of library trustees shall meet at least once a month at such times and places as they may fix by resolution".

Section 22221 provides: "The board of library trustees may make and inforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto". (emphasis supplied).

Section 22222 provides the board may administer any trust for the library, and may receive, hold, and dispose property for the benefit of the library.

Section 22223 provides: "The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library; determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices or positions at the pleasure of the board."

Section 22224 provides the board may purchase necessary books and other personal property.

Section 22225 provides the board may purchase or erect or rent a suitable building or rooms for the library if the legislative body of the city has not provided suitable quarters.

Section 22228 provides the board may do all things necessary or proper to carry out the provisions of the act.

Section 22229 provides the board shall make an annual report to the city legislative body on the condition of the library.

Section 22241 provides the city legislative body shall levy an annual property tax or otherwise annually provide funds for maintenance of the library and purchase of property therefor, and Section 22242 provides this revenue and all others moneys acquired for the library shall be put into a library fund.

Section 22244 provides: "Payments from the fund shall be made upon warrants issued after due audit by, and on order from, the library trustees. The warrants shall be signed by the president and secretary of the board of library trustees. The treasurer of the municipality shall pay such warrants without further order or warrent from any other authority." (emphasis supplied).

These several sections above quoted or referred to at some length are used here to show the obvious legislative scheme that city public libraries established under the Education Code section referred to are to be governed by a

board separate from the general city government. The municipal legislative body has ultimate control by way of the right of appointment of board members, but no power of removal; the right to receive an annual report from the board, but no power to act thereupon; and the right and duty to provide moneys for the library by taxation or appropriation, but no power over their expenditure. More specifically, Section 22212 says the library "shall be managed" by the board. The word "shall" is mandatory (Ed C Sec 19). Therefore, the power of management is in the board and cannot be given by the city council to the city manager or other agency. It might also be noted at this time that Section 22221 says the board may make rules for the "administration, government, and protection" of the libraries under its "management". This is a further indication "management" by the board contemplates that the board shall actually administer the operations of the library and not simply act as an advisory body. In the construction of statutes, the plain meaning of English words is to be taken, and "to manage" is well recognized by use and so defined in any authoritative dictionary to be synonomous with "to guide, to conduct, to direct, to control, or to administer".

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One important aberration to this scheme should be considered at this point. Although Section 22223 provides the board of library trustees may determine at their pleasure the tenure, compensation, and duties of officers and employees of the library, Section 45002 of the Government Code (Title 4, Div 5, Chap 1, City-Employees--Civil Service) specifically provides that a city civil service system "may include the librarian, secretary, and other officers and employees, except members of the board of trustees, of the public library established pursuant to Chapter 3, Division 11 of the Education Code". The explicit language, plus the fact that this section and the chapter on city civil systems generally were enacted long after the municipal library act, must be held to show a (state) legislative intent to allow the legislative body of a city, at its option, to remove from the "spoils system" the non-policy-making personnel of a municipal library established under the Education Code. Therefore, where any city ordinances of the City of Hayward include library officers and employees, except, of course, the board of trustees, within the city's civil service system, they are valid and over-ride the board's powers over personnel as set forth in Section 22223 of the Education Code.

It should be clear at this point that the remaining city ordinances providing for a system of management of the library are invalid wherein they conflict with the pertinent provisions of the Education Code.

Ordinance 587 N.S., the administrative ordinance, in Section 1.02, provides: "The City Manager shall have such duties as are provided by Ordinance No. 337 N.S., and amendments, (and) by actions of the Council...." Ordinance 337 N.S. Section 3, provides: "The City Manager shall be an ex-officio member of the Board of Library Trustees... with a right to participate in all deliberations or actions by voice, but without vote". Section 1.03 of Ordinance 587 N.S. provides: "The City Manager is empowered to make such rules and regulations for the conduct of the City's departments as he may deem necessary...."

Ordinance 446 N.S., the library ordinance, states the library shall be operated in accordance with the library laws of this state, recites its functions, and sets up a board of library trustees in conformance with the aforesaid Section 22213 of the Education Code.

Section 3.02 of this ordinance provides: "The Board shall act in an advisory capacity to the City Council in matters of the formulation of library policy and in the promulgation of library rules and regulations. It shall review the Librarian's proposed annual budget, attach its recommendations thereon and recommend to the City Councilmen adoption or change, prior to submission of said proposed budget to the City Manager".

Section 3.03 thereof provides: "The Board may make and enforce all rules, regulations and by-laws necessary for the administration, government and protection of the library under its management, and all property thereto. Said rules and regulations and by-laws shall become effective upon approval by the City Council."

The remaining sections thereof makes provision for library membership, qualification therefor, and manner of acquisition thereof, and for criminal penalties for violation thereof.

Ordinance 587 N.S. further provides:

> Section 6.01. A Library Department is hereby created. It shall be under direct control of the Librarian, subject to administrative direction of the City Manager....
>
> Section 6.02. The Librarian shall a. be responsible for performance of all functions of the Library Department; b. be the Secretary to the Board of Library Trustees.
>
> Section 6.03. The functions of the Library Department are (a., b., c., and d. set forth the customary functions of library) e. to apply policies, recommended by the Board of Library Trustees and approved by the Council, pertaining to nature and extent of Library service; f. to receive, keep safely and deposit fines and charges in a manner prescribed by the Director of Finance and Records; g. to perform such other functions as the City Manager may specify.

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More specifically as to the validity of the aforementioned ordinances, the following conclusions are made.

1) Ordinances 337 N.S. and 587 N.S., wherein they make the City Manager an ex-officio member of the Board of Library Trustees, are in conflict with the provisions of the aforementioned Chapter 3, Division 11, Education Code, (the municipal library act) for the establishment of the board and therefore invalid to that extent.

2) Section 3.02 of Ordinance 446 N.S., wherein it makes the Board of Library Trustees an advisory board to the City Council in making library rules and regulations, is in conflict with said municipal library act and therefore invalid to that extent. Said act makes the board the policy and rule making body for the library and the administrative head thereof.

3) Wherein said Section 3.02 of Ordinance 446 N.S. provides for the librarian to prepare an annual budget for the library, for the board to review it and make recommendations thereon prior to submission to the City Manager, and, inferentially and as elsewhere provided by ordinances, for the City Manager to make a final recommendation for a library budget in his annual proposed budget for city operations and the council to make the final decision thereon, it is in conflict with said municipal library act and therefore invalid to that extent. Said act provides for a separate, library fiscal system with control in the board. The librarian is strictly a subordinate to the board in the prescription and performance of his duties, even though he may be a civil service employee. Said act gives no power to the City Council over the financial affairs of the library, but instead vests all powers within the board, and the council may not provide for the librarian or City Manager to prepare or submit an annual library budget. Furthermore, it must be held the matters of a library budget and the expenditures from the library fund are solely a matter within the judgment and discretion of

the board of library trustees. The board is given the power to purchase necessary books and personal property in Section 22224 of said act, and in Section 22225 thereof the power to acquire real property when the city council fails to provide suitable quarters for the library. By Section 22242 a separate library fund is established for all moneys, taxes or other sources, and Section 22244 provides payment shall be solely by authority of the board, not the city council. In Section 22241 the City Council is given the power, it is true, to levy an annual tax for the library, but such power rests upon a mandatory duty to do so. Does this power and duty also carry some measure of financial control with it? This must be answered in the negative. Taking said act as a whole and considering the Scheme of administration, and taking particular note of these said sections concerning fiscal matters, the plain implication is present that the council has no control, but only the duty to provide the library funds through taxation, and the board is to determine in its judgment and discretion how they shall be spent. The state has seen fit, (in Section 22241) to set a limit upon the permissible tax levy which can be made for the library and this naturally operates as a limitation upon the power of the board and the council with regard to the expenditure of tax moneys for the library.

4) Section 3.03 of Ordinance 446 N.S., wherein it makes the effectiveness of library rules, regulations and by-laws adopted by the Board of Library Trustees contingent upon approval by the City Council, is invalid as in conflict to the scheme of said municipal act for administration and management of the library.

5) Ordinance 587 N.S. in the portions hereinabove set forth must be held to be invalid as in conflict with said municipal library act inasmuch, as already discussed, the authority for management and administration of the library vests by the terms of said act in the Board of Library Trustees and cannot be given by city ordinance to any other body or agency of the city government.

The librarian and other employees of the library may be under civil service by due action of the city council, as stated before; if not, he and the others serve by appointment and at the pleasure of the board. Even though they may be under civil service, the board may still prescribe their duties and powers, consistent with the civil service system, and the board would continue to be their superior and the responsible head for library functions.

It would also seem the Board of Library Trustees could designate one of their members, the librarian, or other person as secretary, since the statutes do not designate who shall serve as secretary to the board, but do list a secretary as an officer or employee of the library and do give the board all necessary powers to carry out the provisions of the act.

This opinion is in no wise concerned with policy or the wisdom of the statutory provisions of said municipal library act. It is based on what seems to be the rather plain mandate of the statutes. Undoubtedly, further questions will occur to the board concerning the status and functions of the Board of Library Trustees, but it is believed this opinion should serve to clearly define the basic status of the Board of Library Trustees.

John W. Scanlon,
City Attorney

By:

Myron A. Johnson, Jr.
Assistant City Attorney

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Miss Clark brought up the matter of changing the title of the position presently called Library Aid II to Junior Library Assistant with a change of duties statement.

Mrs. Hanselman moved and Dr. Farber seconded a unanimous motion that the Commission send a letter to the Personnel Board recommending that the title of the position presently called Library Aid II be changed to Junior Library Assistant at the same salary range 1906.4. The revised Duty State is as follows:

Miss Clark will send the secretary a copy of the suggested Duty statement for incorporation into the letter to the Personnel Board. (see copy attached)

Therefore the previous duty statement and title of Library Aid II should be abolished.
Miss Clark is reorganizing the clerical work of the library assigning the more difficult tasks to the Senior Library Assistants and the less difficult to the proposed Junior Library Assistant. This change of title brings the position into proper relationship with the other clerical jobs in the library.

The Commission dictated the following letter to be sent to Mr. Stites regarding the replacement of Mrs. Plummer.
The question of Mrs. Plummer's replacement was discussed at the last regular Commission meeting on May 9. On Sept. 10, 1954 the Commission filed with Mr. Andersen, Secretary of the Civil Service Board of Review a statement outlining the position of Children's Librarian with Duty Statement attached. An exam was posted, but no qualified applicants appeared. Consequently on April 14, 1955 the Commission wrote the Civil Service Board of review requesting that no further action be taken on the exam. The Commission wishes at this time to reaffirm this position. Therefore in order to fill the vacancy caused by Mrs. Plummer's resignation the Commission recommends that the eligibility list established at the recent exam for Senior Librarian be used. The Duty Statement covering this position would adequately cover the duties of the replacement.

Dr. Farber made the motion to send this letter and Mrs. Hanselman seconded.

Miss Clark will send reservations to the Golden Gate District Meeting for the Commission.

Presently the book stock in the Westlake Broadmoor Branch includes the following:
2757 county books
100 adult city books
69 city bought for Westlake
1400 Westlake juveniles.

Mr. Carr reported on his meeting with Mrs. Moore and Mr. Clark regarding reciprocal borrowing privileges between Daly City and San Francisco. This agreement is not to be formalized. Daly City residents up to 18 years of age will be able to borrow from 5 branches adjacent to Daly City. Mr. Carr will dictate a letter acknowledging this agreement.

Meeting adjourned at 12:05.
Respectfully submitted

Margo Westgaard, Secretary

MW/bmd